

User Manual

Microinvest Warehouse Pro

and

Microinvest Warehouse Pro Light

2014

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Introduction

Urged by the increased introduction of novelties on the Bulgarian market and by the new challenges after Bulgaria became a member state of the European Union, **Microinvest** created an innovative warehouse application, which conforms with the increasing requirements of its customers and features the latest trends in this class of products.

Microinvest Warehouse Pro is a flexible system for management of warehouse availabilities and cash flows of companies on the Bulgarian market. It is capable of responding to all needs of control over the movement of items in companies. The application is capable of controlling all processes, connected with management of production and commercial activity of the companies.

Different ideas and proposals of our customers are accepted and implemented during application development, which has led to further development and expanding of the product. As a result, an entirely complete, highly effective and convenient application was created and functions in full compliance with the regulations in the country.

The requirement for universality of such system type led to the creation of additional modules – **Warehouse Pro Light POS** and **Warehouse Pro Light Restaurant** and the more specific **Warehouse Pro Mobile** – application for mobile devices of Pocket PC type, which practically gives indefinite possibilities of the application.

The policy of **Microinvest** not to restrict the implementation of single copies of its applications, but to create complex business solutions of universal character, inspired the development of subsidiary applications, directly communicating with **Microinvest Warehouse Pro**, such as **Microinvest Barcode Printer Pro**, **Microinvest Archi Pro** and connection with the accounting application **Microinvest Delta**, which is already well-known on the market.

Respecting the latest interface requirements for this product class, **Microinvest Warehouse Pro** is an adaptive and intuitive application, allowing the users to learn it quick.

Microinvest Warehouse Pro may be installed on Touch Screen terminals, it allows communication with barcode readers and direct connection with all fiscal devices, distributed on the Bulgarian market. This facilitates the user in case the work process is more loaded.

We are convinced that in becoming acquainted with **Microinvest Warehouse Pro** and this user manual, **Microinvest** customers will quickly experience the actual possibility of increased development speed and acceleration of business processes in their companies and that the application shall become an irreplaceable assistant in their busy schedule. The support and servicing of **Microinvest Warehouse Pro** is done by a specially trained, highly qualified and well motivated team.

How to use this user manual?

This user manual will help you in:

- Installing of the application;
- Licensing of the application;
- Creating of new databases;
- Entering of lists;
- Settings of the application;
- Editing, canceling and reprinting of documents;
- Administration;
- Generating of reports.

The user manual presents the menus and work modes of the application and gives answers to the most frequently asked questions.

Before you start, you must check whether your computer complies with the system requirements of **Microinvest Warehouse Pro**.

Hardware and Software Requirements

1. Hardware Requirements:

➤ *Minimum*

- Processor – Pentium II 433MHz;
- RAM – 128MB;
- HDD – 10GB

➤ *Recommended*

- 1.2 GHz processor or faster;
- 512MB RAM or more;
- 20GB hard drive or more;
- DVD-ROM Drive;
- Network interface;
- Printer.

2. Software Requirements:

- Operating System: Windows 2000 SP4, Windows XP SP2, Windows 2003, Windows Vista;
- If you are planning to use the in-built Excel documents in **Microinvest Warehouse Pro** or the in-built feature of the application for export of reports to Microsoft Excel or Microsoft Word, you must install Microsoft Office 2003 or Microsoft Office 2007;
- If you are planning to use SQL databases, you must install an SQL server (MSDE, MSSQL Server, MySQL or Oracle) on one of the computers.

Work with Servers

Microinvest Warehouse Pro uses an entirely new database architecture. The ideology is identical to the one used in large ERP systems. By default the application is installed for work with MS Access databases. The advantages of work with SQL server are quick operation, stability, work with larger lists and possibility to work through the Internet. **Microinvest Warehouse Pro** supports work with five server types – MSDE, MySQL, MSSQL Server and Oracle. In order to increase the speed while working with remote offices and large lists, it is recommended to use the so called **data replication**.

Short explanation of the term "Replication"

Replication is a set of resources of the contemporary computer technology, used for data copying from one database to another. In our case the replication provides real time data exchange between various servers in different locations of a single company, whereas only data differences are transmitted through the communication channel. This ensures fast operation of the whole system, as well as protection from data loss, since data is copied on the servers.

Microinvest Warehouse Pro supports real time work with remote locations. The work scheme is the following:

1. The SQL server is installed on a central computer with good Internet connection. This server contains the database;

2. Local installations of the application are made in the central office of the company and the connection to the central server is made.

Recommendations:

– for lists with less than 2500 items – the application is installed in regional locations (offices or stores). The connection with the central server is made directly, without an intermediate server;

– for lists with more than 2500 items – a local replication SQL server and the application itself are installed in the regional locations. The application connection is done through the local SQL server. This allows higher speed while working with lists. The local SQL server becomes subordinate to the central SQL server and works in data replication mode. There are numerous advantages, but most importantly, the system works steady and fast.

Connection Requirements:

1. The central SQL server must have a real static IP address and 10 Mbit/s symmetric data channel.

2. Local SQL servers must have 1 Mbit/s symmetric data channel for access to the central server and real IP address while using MSSQL replication.

Such system guarantees the simultaneous real time work of an unlimited number of locations and access to all data in the central office. The data from the whole organization is collected in the central office with real time merging. No import/export of operations is necessary. The system is highly reliable, since through replication on servers the data is copied on various servers and its integrity is guaranteed.

The server types, which **Microinvest Warehouse Pro** works with, are the following:

- **MSDE** – supports up to 5 workstations with **Microinvest Warehouse Pro**, which operate simultaneously. It cannot be used as a main server for database replication (Publisher), but it can be used as a subordinate server (Subscriber) of MSSQL server 2000. In the event of work through the Internet, the server and the workstation must both be connected to the Internet. If the connection to the Internet fails on either one of them, the database cannot be used.

- **MySQL** – supports an unlimited number of workstations with **Microinvest Warehouse Pro**. It can be used for one-way database replication with another MySQL server of master to slave type. While working with this server type, during replication all workstations save operations on the central (master) server, and the items, prices and reports are obtained from the local (slave) server. It is necessary that the central server and the local (slave) servers are connected to the Internet.

- **MSSQL Server** – supports an unlimited number of workstations. There are four types of MSSQL servers – Express, Workgroup, Standard, Enterprise. Express Edition can be used independently or as subordinate server (Subscriber) during replication. The other types can be used independently and during data replication can be used as central servers (Publisher) or as subordinate servers (Subscribers). During replication with such server type, even if connection to the Internet temporary fails, users can work with **Microinvest Warehouse Pro**. If a Pocket PC is used, this is the most suitable base for building up of a system and database management.

Application Installation

The installation process is the most wayward moment in the introduction of a computer system. During this process the application “*gets to know*” the computer system, on which it shall work and configures its features. The memory, processor and disk space are tested, as well as the availability of local network, printer and other peripheral devices. In order to facilitate the procedure, it is necessary that:

- The operation system MS Windows is stable;
- The date format in Short Date Format is dd.mm.yyyy

The application can be installed from a CD-ROM or through an installation file, which can be downloaded from our site <http://microinvest.net>.

Installing from CD-ROM

Place the CD, containing **Microinvest Warehouse Pro**, in the CD drive of the computer. Wait while installation file loads. The main application window with the list of products appears.

Note: *If the installation file does not load within 30 seconds after the CD is placed, you must select the CD-ROM and start Autorun.exe or go to Products folder and select the application you wish to install.*

1. The installation process consists of 3 stages:
 - System checking and installation of the necessary additional applications (Microsoft.NET Framework, Crystal Reports, Windows Installer);
 - Selection of working directory;
 - Copying of files in the working directory.
2. After the installation process is completed, the last window contains an option to start the application.

Installing from the Internet

Go to <http://microinvest.net> and click the **Download** button.

1. Select **Microinvest Warehouse Pro** from the list.
2. The installation file will be saved on your computer.
3. The installation process consists of 3 stages:
 - System checking and installation of the necessary additional applications (Microsoft.NET Framework, Crystal Reports, Windows Installer);
 - Selection of working directory;
 - Copying of files in the working directory.
4. After the installation process is completed, the last window contains an option to start the application.

Possible Problems During Installation

The installation of **Microinvest Warehouse Pro** usually runs smoothly without any complications. After starting of the installation disk, it might be necessary to install several components, needed by the application (in case they have not been installed previously):

- Microsoft Installer
- NET.Framework
- Microsoft Data Access Components (MDAC)
- Crystal Reports.

After that the actual installation of the application begins. Several problems are possible during installation:

- On a hardware level, there may not be enough free disk space on Local Disk C, where the application is installed by default. It is recommended to have free disk space of 1GB or more. Please, provide enough free disk space, in case it is insufficient.

- The installation must be performed by a user with administrative access rights and not by a user with restricted rights, such as User or Guest.
- After the installation is completed and the program is started, it is possible to have problems connecting to the database. In this case the problem is localized in Microsoft Data Access Components (MDAC) and the operating system or MDAC itself must be reinstalled.
- Upon selecting Bulgarian from menu "Language" it is possible that illegible characters appear on the screen. To solve this problem, go to "Control panel" and select "Regional and Language options". From the drop-down list select "Bulgarian" and from the "Advanced" button select "Bulgarian" again.

Licensing *Microinvest Warehouse Pro*

You can license ***Microinvest Warehouse Pro*** by doing one of the following:

Hardware License

Hardware license is an advanced method of product licensing and offers new possibilities for license management.

How to use the hardware license?

The hardware license is contained in a miniature USB device, which is placed in a free USB port on the computer and is recognized by all ***Microinvest*** products. The device does not require any drivers and does not make any changes in the computer configuration. For products from the **Pro** series you must enter an individual license number of the product. This number is the same for all computers, on which the application shall be used. The number is determined by the hardware key itself. The number is given to the customer by ***Microinvest***, along with the device and is valid for an unlimited period of time. It is not necessary to enter a serial number for all other applications, since placing this device unlocks all ***Microinvest*** products.

What are the advantages of the hardware license?

The hardware license has a number of advantages and provides new possibilities, as follows:

1. Computer independence. With a single license you can use the computer at work, as well as the computer at home;
2. Hardware independence. If any of the computers is damaged, you can place the key on another computer and continue work;
3. It is not affected by reinstallation of the operating system. The key contains the license and even a full reinstallation of the operating system will not affect the registration of the applications.

Who can benefit from such key?

All customers, who have more than one computer and wish to have a license on all of them, can benefit from the hardware key. At the same time, all customers who change computers frequently or wish to reinstall the operating system, have their investment protected and do not need to obtain new serial or license numbers.

When is it compulsory to use a hardware license?

All customers of ***Microinvest***, who have not kept the standard procedure for transferring of serial numbers or have had a computer damage, are recommended to use hardware key protection. This rule protects customers against repeated computer damages and also protects ***Microinvest*** against illegal distribution of products by other companies.

Online Activation

Upon online activation a key for one time activation for the product is given. Upon purchasing of **Microinvest Warehouse Pro** you will be given a 25-digit code. After accepting the terms of the license agreement, you must enter the code from menu "Help -> Register". In order for the activation to run smoothly, you must be connected to the Internet at the time of licensing.

Licensing through the Internet Site

For this type of licensing the customer is given a username and password for access to <http://register.microinvest.net>. The customer must enter the username and password in this site on every computer, which will be licensed. The advantage of Internet licensing is complete independence from **Microinvest** office. Licensing can be done at any time and does not require contact with a company's employee.

Work in Network

1. Work in network with MS Access database

Work in network of several workstations with **Microinvest Warehouse Pro** and MS Access database is done through Map Network Drive. The folder, containing the database, on the computer, containing the database, must be shared. On the rest of the computers My Computer must be opened. From the Tools menu select Map Network Drive. In the Drive field select the letter of the drive, which shall be seen in My Computer. Click the Browse button to select the computer and the shared network folder. Click the Finish button to confirm the settings. After that, open **Microinvest Warehouse Pro** and go to **File -> Open Database** menu. From the drop-down list "Look in" select the letter of the device, which is set in Map Network Drive and select the database, you will be working with. This can be done from **Settings -> Database** menu as well.

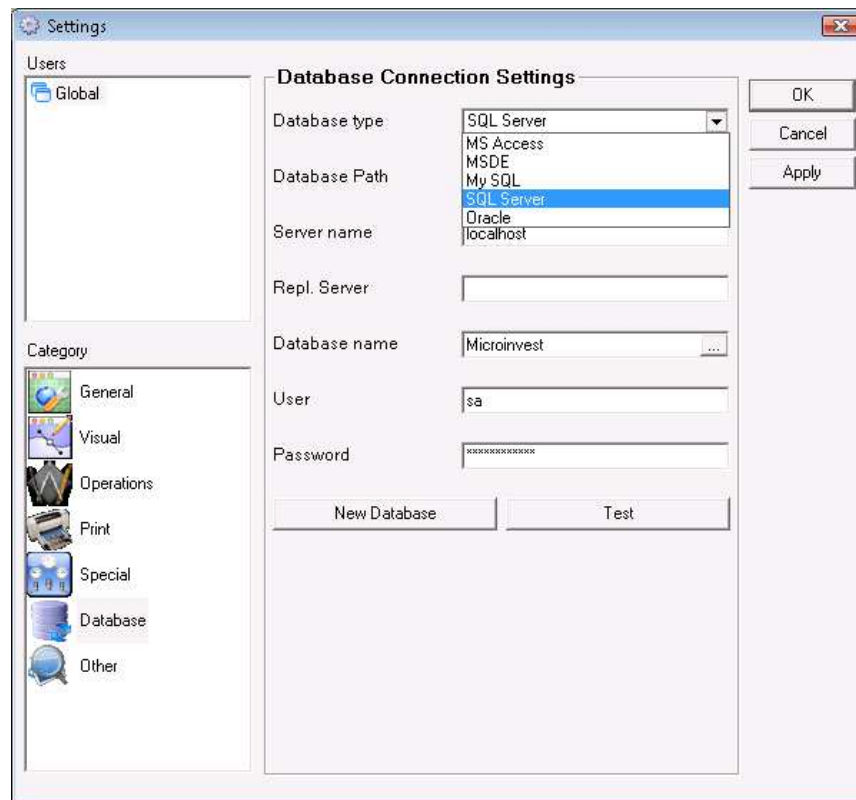
Specify the database type as **MS Access** and in **Database Path** click the button to the right of the field and select the letter of the device, specified in Map Network Drive and select the database you will be working with.

2. Work in network with SQL database

SQL server is installed on one computer and permission is given in Windows Firewall for the corresponding port of the selected server

- **MSDE** – port 1433
- **MySQL** – port 3306
- **MSSQL** – port 1433
-

The information, necessary for work on other computers, is the IP address of the server, the username and password for access to the database. On the computers in the network open **Microinvest Warehouse Pro**, go to **Tools -> Settings -> Database** menu and select the database type. Fill in the fields as follows:



- In the **Server name** field fill in the name or the IP address of the computer, on which the SQL server is installed. If you are working with MySQL replication, fill in the IP address of the central server (master) in this field. If you are using MSSQL replication fill in the IP address of the subordinate server (Subscriber) in this field;
 - In the **Repl. Server** field fill in the IP address of the subordinate server (slave).
Note: Fill in this field only if you are using MySQL replication;
 - In the **Database name** field fill in the name of the database or click the button to the right to select an existing database (if all other fields are filled in accurately);
 - In the **User** field fill in the username for access to the database;
 - In the **Password** field fill in the password for access to the database.
- Click the **Test** button to check whether there is a connection with the server.

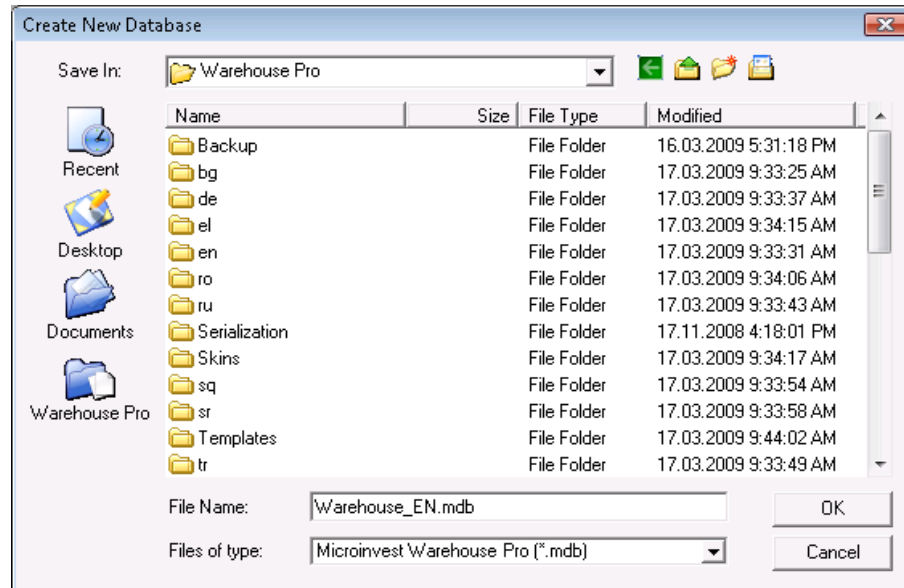
I. Starting up with *Microinvest Warehouse Pro*

Microinvest Warehouse Pro is a modern system for warehouse management, suitable for small, medium and corporate businesses. It is designed to work on a single computer, as well as in local network or through the Internet. Using in-built multi-tasking and module functionality, the application allows full control and optimization of the work process.

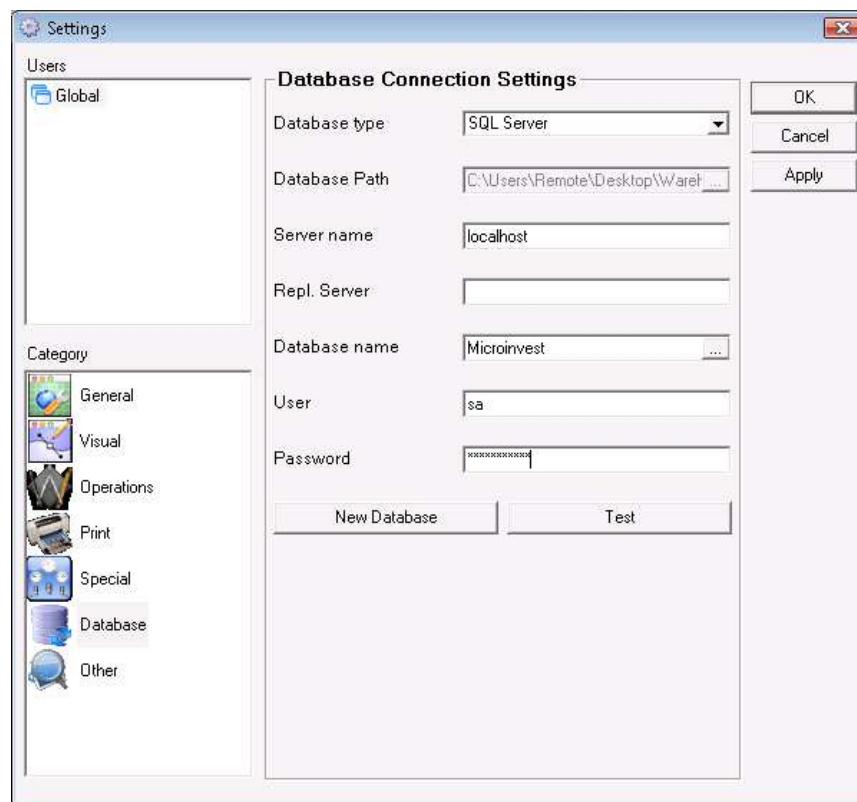
Microinvest Warehouse Pro allows the companies to work with a large number of databases. You can change the database or create new databases.

1. Creating New Databases

To create a new database (working file) start the application. From the **File** menu select **New Database** or use keyboard shortcut **Ctrl+N**. The application will display the **Create New Database** window, in which you must enter the name of the database. The name cannot contain any special symbols, only Latin numbers or letters. Select the directory in which the database will be stored.



If you are working with MSDE, MySQL, MSSQL or Oracle servers, you must go to **Tools -> Settings** menu and select **Database**. Fill in accurately all fields – database type, server name or IP address, database name and password and click the **New Database** button to enter its name.

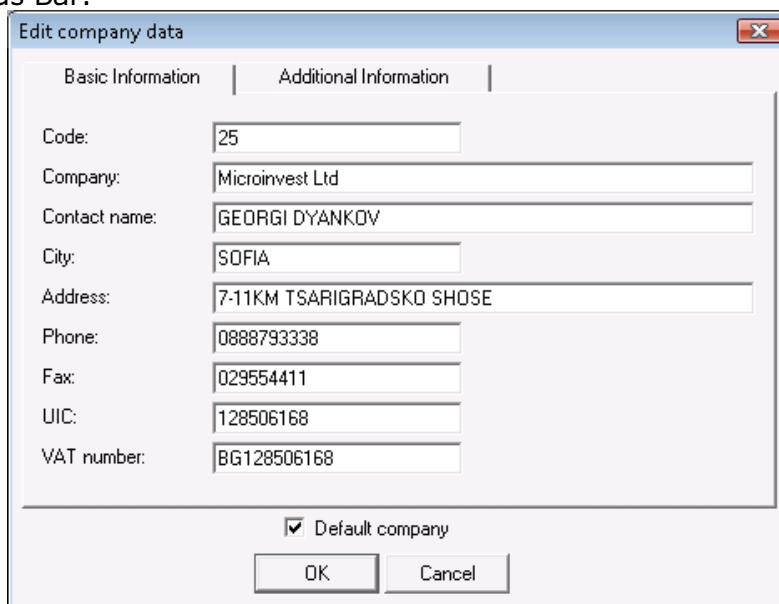


When you are done, you can enter all necessary lists – company data, partners, items, locations, users.

2. Inputting Data

Data inputting can be done by selecting the desired category from the **Edit** menu.

- **Input Company Data** – use this category to enter data about companies, on behalf of which various types of documents will be issued. To do so, go to **Edit** menu and select **Administration -> Input Company Data**. Click the **New** button to open a window, in which data for the corresponding company can be entered. You can enter the following parameters: company name, contact person, address, telephone numbers, UIC and VAT number, as well as e-mail address, bank accounts and bank name of the company. If "Default Company" is checked, the current company becomes active and is colored in blue – this is your company, on behalf of which all documents will be issued. When you close the **Company Data** window, the name of the default company is visualized in the Status Bar.



- **Partners** – these are all contracting parties (companies or physical persons), your company is working with. To enter new partners, go to **Edit** menu and select **Partners** or use keyboard shortcut **Ctrl+P**. Click the **New** button to open a window in which to enter data for the corresponding contracting party – company name, contact name, address, telephone numbers, UIC and VAT numbers, e-mail address, bank numbers and accounts, bank name. Click the **Additional Information** tab to select a price group, partner type (supplier, client, etc.) and to enter a discount percentage and card number of the client.

Partners can be grouped for faster and more convenient work. Groups have a tree structure and can be an unlimited number as well as to contain an unlimited number of subgroups. In the **Basic Information tab** you can choose a state for the partner: "Enabled", "Partner is frequently used, sort before others" or "Disabled".

- **Items** – this is the list of items or services, offered by the company. Items are generated by selecting **Items** from the **Edit** menu. You can visualize the New Item window by clicking the **New** button or by using keyboard shortcut **Ctrl+S**. In the **Basic information** tab enter the name, code (if "Auto generate" is checked, the application will automatically generate a code for the corresponding item), barcode, catalogue numbers and additional information about the item in the **Description** field.

Click the **Additional** tab to enter additional details about the item: basic and additional measure, transformation ratio from one measure to another, minimal and nominal quantity for the corresponding item. Thus the application performs a constant control on the availability of this item and alarms you if the quantity is below or above the defined parameters. In the **VAT group** field you can enter the VAT for the corresponding group of the item.

The **Prices** tab allows you to organize items in various price groups. Items, as well as locations, can be grouped. The number of groups and subgroups is unlimited. In the **Basic Information tab** you can choose a state for the item: "Available", "Frequently used" or "Discontinued".

- **Locations** – these are all locations of the company, from which operations are performed. To add a new location, go to **Edit** menu and select **Locations**. Click the **New** button to open the **New Location** window. In the **Code** field fill in the code of the location. If "Auto generate" is checked, the application will automatically generate a code. Enter the name and price group for the location. The **Groups** tab is analogical to the one in **Items** and **Partners**. In the "Basic Information tab" you can choose a state for the location: "Enabled", "The location is frequently used, sort before others" or "Disabled".

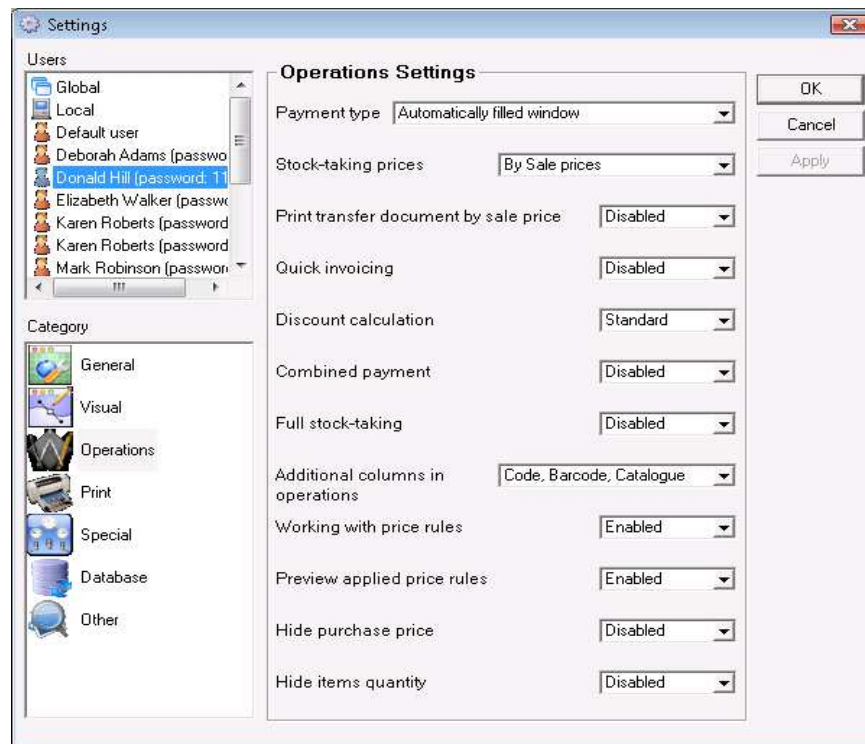
- Users are all persons, authorized to use the application. To add a new user, go to **Edit** menu and select **Users**. Click the **New** button to open the **New User** window and to enter the corresponding data. Enter the name and code of the user. For better security and data protection, you can enter a password in the **Password** field and confirm it in the "**Confirm password**" field. You can also set a different access level for each user in the drop-down list **User level**. In the **Location** field select the location, in which the corresponding user will be working. If the user has limited access rights, he will be able to work only in this location. Use the **Company used** field to "lock" the user to a specific company, which is not necessarily the default company. In the **Basic Information** tab you can choose a state for the user: "Enabled", "The user is frequently used, sort before others" or "Disabled".

The screenshot shows the 'New User' window with the 'Basic Information' tab active. The fields are as follows:

Field	Value
Code:	12
User name:	David Brown
Display name:	David Brown
Password:	xxxxxx
Confirm password:	xxxxxx
User level:	Manager
Location:	Shop Athens 1
Company used:	Microinvest Ltd
Card No.	56487545231
State:	The user is frequently used, sort before others

3. Settings in *Microinvest Warehouse Pro*

To open the **Settings** window, go to **Tools -> Settings**. You can use this window to configure the application based on your specific needs. The information is divided into categories, placed in the bottom left part of the window. When you click on a category, it becomes active and all of its settings are displayed. Click the **OK** button to confirm changes and close the window. Click the **Cancel** button to close the window without any changes being made. Click the **Apply** button to apply changes without closing the window. Settings can be applied to various users, as well as to databases or to the whole application. You can select the level for applying of settings in the **Users** section of the window.



4. Operations in *Microinvest Warehouse Pro*

Microinvest Warehouse Pro is a comprehensive product, developed to fully cover operations, necessary for the management of the contemporary dynamic business. The application is able to perform low level functions, necessary for the existing of a warehouse (purchases, sales, production, etc.), as well as high level operations, necessary for the management – orders, price lists, customs declarations, etc. The integrated modules have an entirely different functionality, but use a similar interface for easier organization and improving of local business climate.

The **Sales** module is the most frequently used one. You can open the Sales window from the **Operations -> Sales** menu, from the **Sales** icon or by pressing the **F2** key. It allows you to perform sales by selecting the partner, with whom the deal is concluded, the location, from which the operation is performed and the operator, responsible for the operation. To open the lists with locations, partners and operators, click the  icon or press **Enter**. To visualize the items list, press **F4** or fill in part or the whole information about the desired item (code, name) in any of the fields. To save the operation, press **F9** or click the **Save** button.

Sale

Partner: Domino
Location: Sofia Central Warehouse
Operator: Donald Hill (password: 1111)

SubTotal: 316.88 EUR
VAT: 63.37 EUR
Total: 380.25 EUR

No.	Name	Measure	Quantity	Sale Price	Discount	Currency	Amount
1	AC/USB Power Adapter Charger	item	1.000	3.00	0.0	EUR	3.00
2	IDE to SATA Adapter - Converts IDE Drive to SATA Interface	item	1.000	11.00	0.0	EUR	11.00
3	Notebook Hard Drive to Desktop Adapter (2.5" to 3.5")	item	1.000	4.00	0.0	EUR	4.00
4	SCA 80 to SCSI 50/68 Pin Converter w/Terminator	item	1.000	5.50	0.0	EUR	5.50
5	USB 2.0 to IDE Adapter Cable	item	1.000	9.25	0.0	EUR	9.25
6	Biostar M7VIG 400 Socket A mATX MB w/AMD Sempron 2200+ CPU	item	1.000	91.00	0.0	EUR	91.00
7	Biostar VIA K8M800 Socket 754 ATX MB w/Sempron M 3000+ CPU	item	1.000	102.50	0.0	EUR	102.50
8	HP 4MP Digital Camera Kit w/128MB SD Card Tripod More!	item	1.000	87.00	0.0	EUR	87.00
9	52x CD-ROM IDE Drive (Beige)	item	1.000	7.00	0.0	EUR	7.00
10	BTC 52x CD-ROM IDE Drive (Silver)	item	1.000	7.00	0.0	EUR	7.00
11	LG 52x32x52 IDE CD-RW Drive w/SW (Beige)	item	1.000	24.00	0.0	EUR	24.00
12	USB 2.0 Slim External 8x4x24 CDRW Drive (Black)	item	1.000	29.00	0.0	EUR	29.00
13		item	0.000	0.00	0.0		0.00

Search Refresh Note Save Cancel

The application will open the **Payment** window. The options are as follows:

1. The customer pays the whole amount. In this case, the amount in the **Paid** field is equal to the amount in the **Amount** field.
2. The customer does not pay the whole amount. In this case, the amount in the "Paid" field is less than the amount in the **Amount** field. The **Balance** field displays the remaining amount due by the partner. The **Remaining days** field displays the remaining days to the due date.

Payment

Domino

Sale № 0000000042

Payment type: In cash Amount: 380.25

Due date: 17.03.2009 Advance: ☒ 0.00

Remaining days: 0 Paid: 380.00

Card No.: Balance: 0.25

☒ Print payment document

OK Cancel

The rest of the modules in **Microinvest Warehouse Pro** are analogical to the Sales module.

Besides a wide range of operations, **Microinvest Warehouse Pro** provides several work methods, which differ on a syntactic level. This allows you to choose the most precise and most suitable method, necessary for the business and for the customization of the product.

To access the various work methods, go to **Tools -> Settings** and select **Special**. In the Work method drop-down list you can select one of the following:

1. **Average price** – the price of the item is the average of the remaining quantity from a previous purchase and the amount of the item from the last purchase made.
2. **Last purchase price** – the price of the item from the last purchase made is used upon sale.

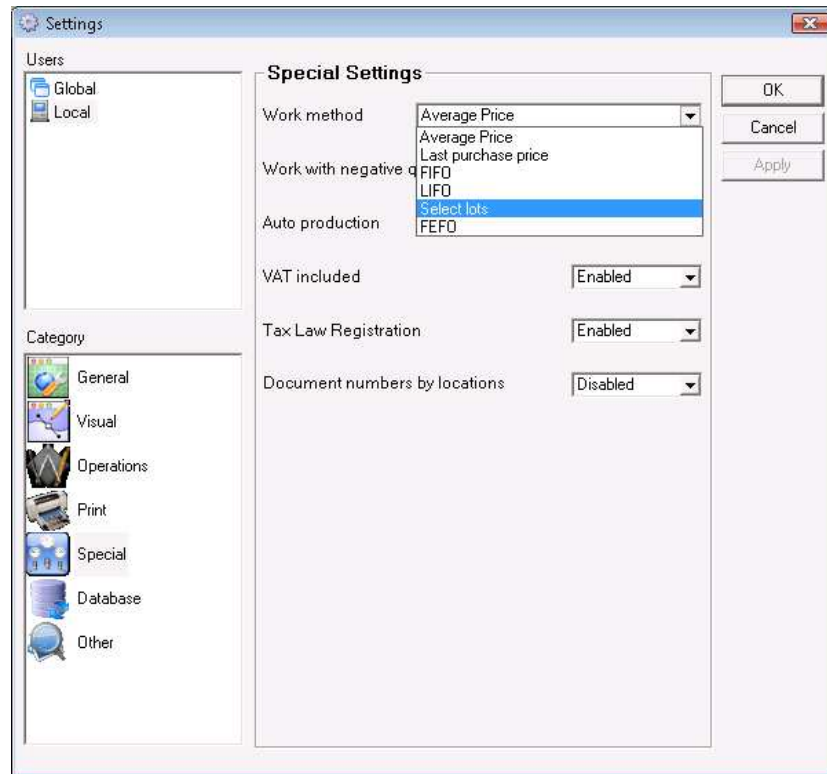
3. **FIFO** (First In First Out) – the price of the item from the lot which was delivered first is used upon sale.

4. **LIFO** (Last In First Out) – the price of the item from the lot which was delivered last is used upon sale.

5. **FEFO** (First Expiry First Out) – the price of the item with an expiring date is used upon sale.

6. **Select lots** – upon performing a sale you can select any lot with the corresponding item price.

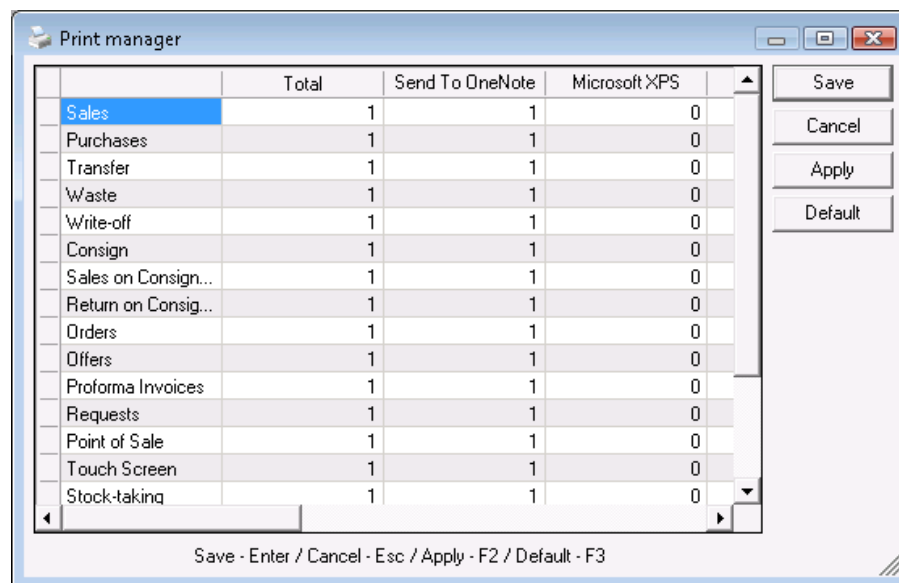
Upon performing an operation with one of the above work methods, **Microinvest Warehouse Pro** offers you to print a document, belonging to the corresponding operation.



5. Printing of Documents

Microinvest Warehouse Pro has an in-built system for printing of all types of documents, generated by the application.

Use the **Print Manager** module to print documents. To configure the Print Manager, go to **Edit -> Administration -> Print Manager**.

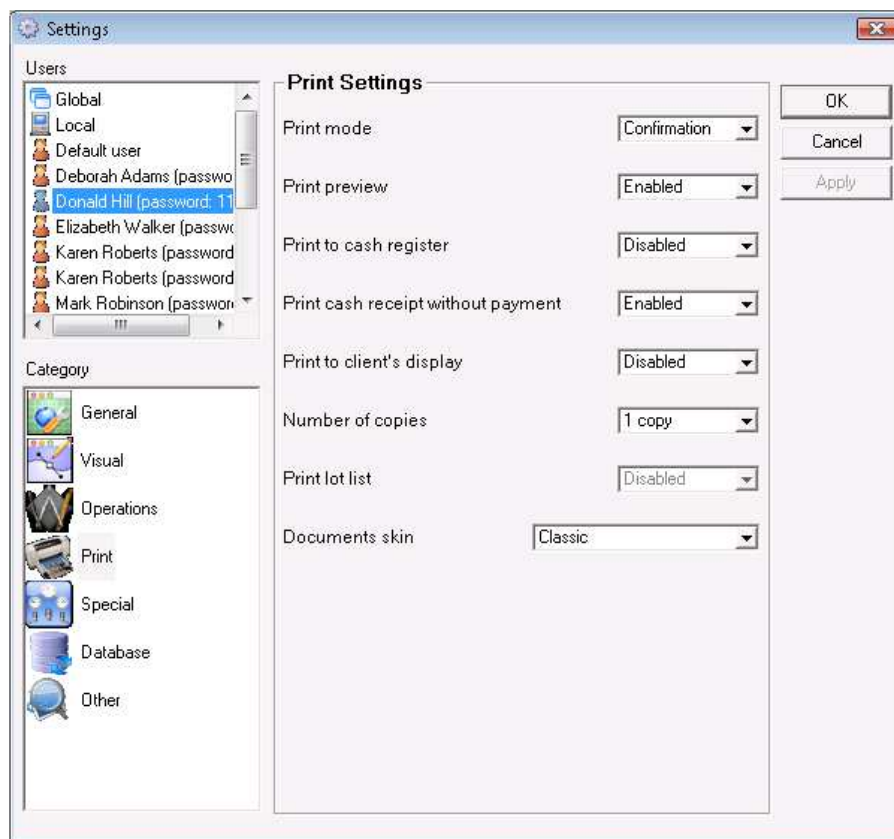


The **Print Manager** allows you to specify on which of the installed printers the various types of documents shall be printed. The number of copies for the corresponding

document are filled in for each printer. A single document can be printed on several printers simultaneously. You can also select an Excel document, which will be started automatically upon completion of the selected operation.

Upon completion of each operation, the application requires you to confirm or cancel the printing of the corresponding document. To change this setting, go to **Tools -> Settings** and click the **Print** category. In the **Print mode** field you can select "Always", "Confirmation" or "Never".

To select whether to visualize the documents on the screen before printing, go to **Tools -> Settings** and click the **Print** category. Enable or disable this option in the **Print preview** field. These settings can be applied for a specific user. To do so, select his username in the left part of the Settings window.



If you cancel printing of the document upon completion of the operation or the application does not prompt you to print (if **Print mode** is set to "Never"), you can always print the corresponding document later. To do so, go to **Edit -> Reprint Documents**. Select the operation type (**Purchases, Sales, Refund, Waste**, etc.), select the already issued document and confirm printing.

6. Discounts and Price Groups

There are several methods for selection of work with discounts in **Microinvest Warehouse Pro**: various schemes for automatic discount for specific amounts, specific amounts, total amount of the operation, partner's turnover, discount for specific products, for specific partners, partners group, location, locations group, user of the application, users group, item, items group, etc. These methods can be combined upon performing of the corresponding operation.

1. You can enter a discount for the customer. To do so, go to **Edit -> Partners** menu and open the **Additional Information** tab in the **Edit partner** window. The discount has a value between 0 and 100 and is applied to the customer upon performing a selected operation for him.

2. The application allows you to enter price groups, which will be applied for the corresponding partner. You must enter them in the information about client by selecting the **Edit -> Partners** menu and clicking the **Edit** button, **Additional Information** tab – **Price group**. The price group determines which prices will be applied for the current partner. You can define up to 10 price groups, where item prices are determined through **Edit -> Administration -> Change Prices** or upon delivery of the corresponding item.

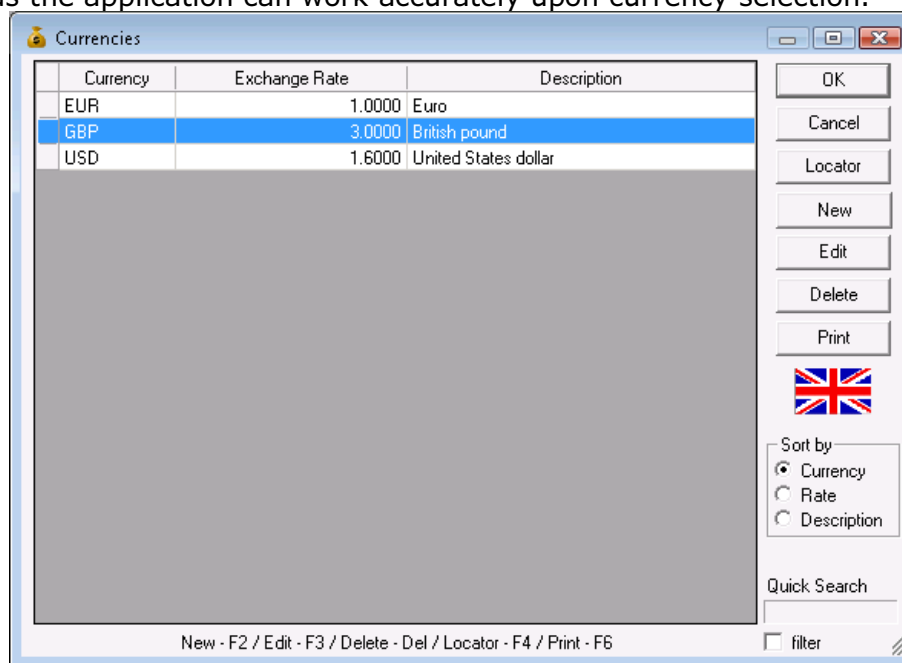
3. The third method for applying of discounts uses the so called **Price Rules**. To set the rules, go to **Edit -> Administration -> Price Rules** menu.

In the **Price Rules** window you can enter rules for performing of specific actions, depending on the specific case upon performing an operation.

The **Price Rules Wizard** allows you only to create rules. To start using price rules you have to apply the necessary settings. To do so, go to **Tools -> Settings** menu and select **Operations** category, **Working with price rules**. These settings can be applied for a specific user by selecting his name in the upper left part of the Settings window.

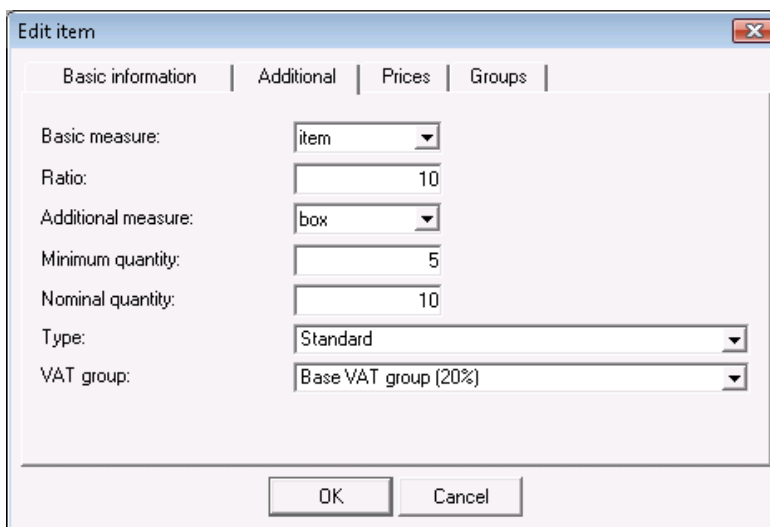
7. Work with Currencies and Measures

- **Currencies** - *Microinvest Warehouse Pro* is a contemporary software product and allows you to work with various currencies. Go to **Edit -> Currencies** menu to open the **Currencies** window, where you can add, edit and delete necessary currencies. The application has a default currency, which can be edited, but cannot be deleted. Thus the application can work accurately upon currency selection.



- **Measures** – The convenience of item measures imposes the creating and using of many of them. To enter measure units in the application go to **Edit -> Items** menu and click the **New** button, **Additional** tab.

In the **Additional** tab you can enter additional parameters of the item: **Basic measure, Ratio, Additional measure**, etc. By default, the basic and additional measure fields contain the most frequently used measures, but you can write any measure unit, which will automatically be added to the list. The ratio determines the connection between the basic and the additional measure of the item – for example, the number of bottles in a crate or the number of boxes in a cardboard box or a stack. The measure unit choice does not affect the work of the application.



8. Invoicing

Invoicing is necessary for each product, related to commercial activity. It is in compliance with all requirements of the normative legislation in the country. Invoicing covers the following operations: **Issue Invoice, Receive Invoice, Void Issued In-**

voice, Void Received Invoice and **Notes (Debit Note, Credit Note, Void Debit Note, Void Credit Note)**.

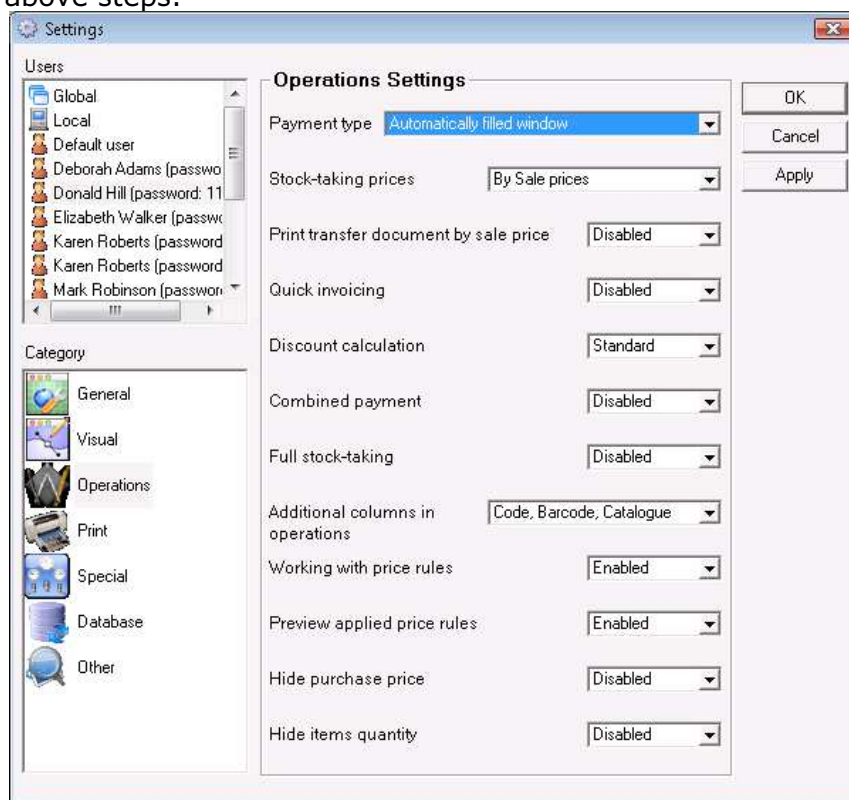
Invoice issuing in **Microinvest Warehouse Pro** is easy and can be done in two ways:

1. The first and most frequently used invoicing method, while using warehouse software, is after performing of the operations sale and purchase. First you must issue a sales or purchases document (stock receipt) and then go to **Operations -> Invoicing** menu and specify whether the invoice will be issued or received. It is important to note that the numbering of stock receipts is separate from the numbering of invoices and notes.

After you select the corresponding menu, you must specify the number of the document, which will be invoiced. Thus the primary document (stock receipt) represents the **incomes/expenses from the item and the writing off or adding of the item in the warehouse**. The invoice is a tax representation of the deal and determines the type of the deal. This means that a single invoice can contain one or more stock receipts.

Generally, an invoice can be issued only based on an existing stock receipt. The invoice and the stock receipt contain a list of the same items and are for the same amount. You cannot edit or delete part of the rows of an invoice, after it has been issued based on a stock receipt.

2. In the second invoicing method you must activate the corresponding option in the application settings **Tools -> Settings, Operations** category – **Quick invoicing**. This allows you to automatically create the accounting document without going through the above steps.



This type of invoicing is useful for warehouses and locations with a larger percent of corporate customers and requirements in compliance with the latest market trends in Bulgaria and the European Union.

You can also use quick invoicing in locations with intense work and several workstations with **Microinvest Warehouse Pro**. One or more of the workstations can

be set to work with this method. All customers who wish to receive an invoice, shall be serviced at these workstations. This leads to a faster business process and facilitates the work of the users. This is the principle of work in hypermarkets and wholesale markets.

3. Issuing of notes is an inseparable part of the invoicing process, which is necessary for correction of an already issued accounting document. The options in the application are in compliance with the normative acts and allow you to edit the amount, as well as the quantity. In order to create a note, you must perform the corresponding operation and then generate the document, which must follow the numbering of already issued invoices. The sequence is as follows: perform the operation from **Operations -> Notes** menu. The operation will change the amount with a plus or minus sign, i.e. it will affect the **Cash Ledger** or will change the quantities in the selected location again with a plus or minus sign, depending on whether the customer has selected a debit or a credit note. After that create the actual document, related to the correcting operation. To do so go to **Operations -> Invoicing -> Notes** menu. Select the submenu for the corresponding type of note and based on the performed operations generate a document, which like invoices will be an original or a copy. The original is for the customer, whose items or amounts in the invoice are changed. In the window for issuing of notes you must specify the number of the invoice, which will be changed.

This option of the application can be automated to a certain degree, i.e. the application allows you at the time of performing of the operation to generate a note immediately after the document. This is not always recommended, since it is advisable such operations to be controlled directly by the business process manager or another competent person – generally, the accountant.

Voiding of already issued notes is analogical to voiding of already issued invoices. A note cannot be edited, it can only be voided. It is important to note that received notes are not reflected in the application.

9. Payment

Payment is the natural ending of the commercial activity of companies, using the software product **Microinvest Warehouse Pro**. This feature is very well developed and is in compliance with the latest trends in this field.

The application can track installment payments and payment due dates. This allows you to track amounts due by partners and by documents.

Upon ending of any of the main commercial activities – sale or purchase, the application opens the payment window, unless the user has selected as payment settings that the total amount remains due or that the whole operation is automatically accepted as paid.

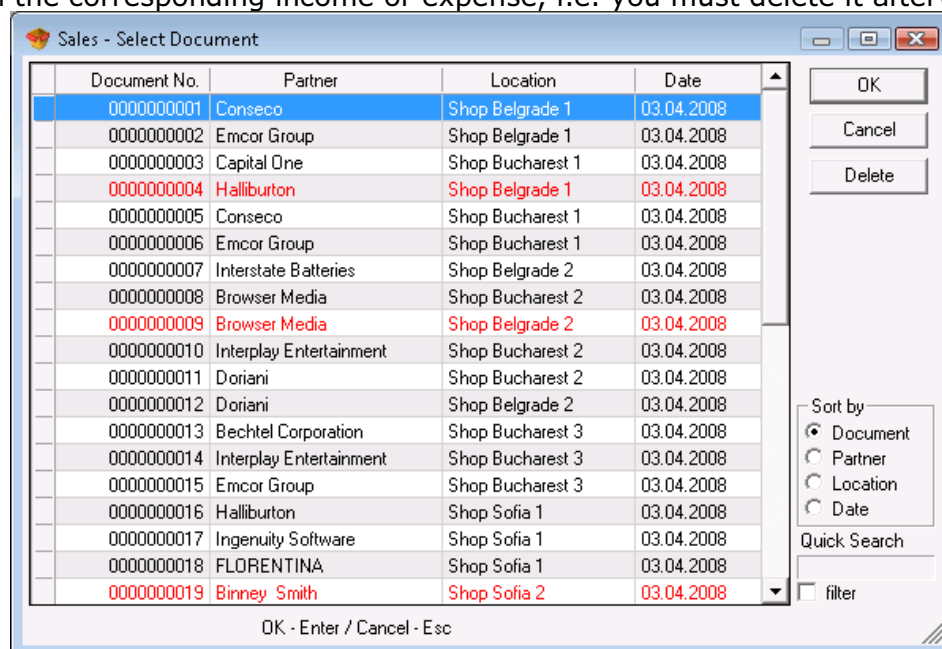
Payment	
Costco	
Sale № 0000000042	
Payment type	Debit/Credit card
Amount	64.00
Due date	18.03.2009
Advance	0.00
Remaining days	0
Paid	64.00
Card No.	
Balance	0.00
☐ Print payment document	
OK Cancel	

In the Payment window you can specify the amount paid by the customer and if there is an amount due – the due date and the payment method – in cash, via bank

account or via POS terminal. If payment will be made in more than one installment, a payment document can be printed for every installment made by checking "Print payment document". *Upon each payment, this document will contain the new amount and will display the previous amounts due. This allows to both the user and his customer to track what is the remaining amount due.* The menu with reports related to the "Payment" operation includes the main set of reports, which contain thorough information about cash flows in the company, payments history and payments due dates. This facilitates the users and leads to better control of cash.

10. Editing, Deleting and Reprinting of Documents

Microinvest Warehouse Pro allows you to edit any information, related to lists, entered by you. You can edit all issued documents, whereas this will change the status of cash amounts or quantities in the warehouse. If you wish to delete the whole document, go to **Edit -> Documents** menu, select the desired document and in the new window click the **Delete** button to delete the selected row. This operation will automatically restore the quantities in the warehouse, but the Cash Ledger will still contain the corresponding income or expense, i.e. you must delete it afterwards.



You must be especially precise when you are editing a document, if you are working with lots, because otherwise this could lead to total confusion in available lots and you will not be able to use them. When you are working with lots, we recommend you to use reverse transferring and not to edit transfer documents.

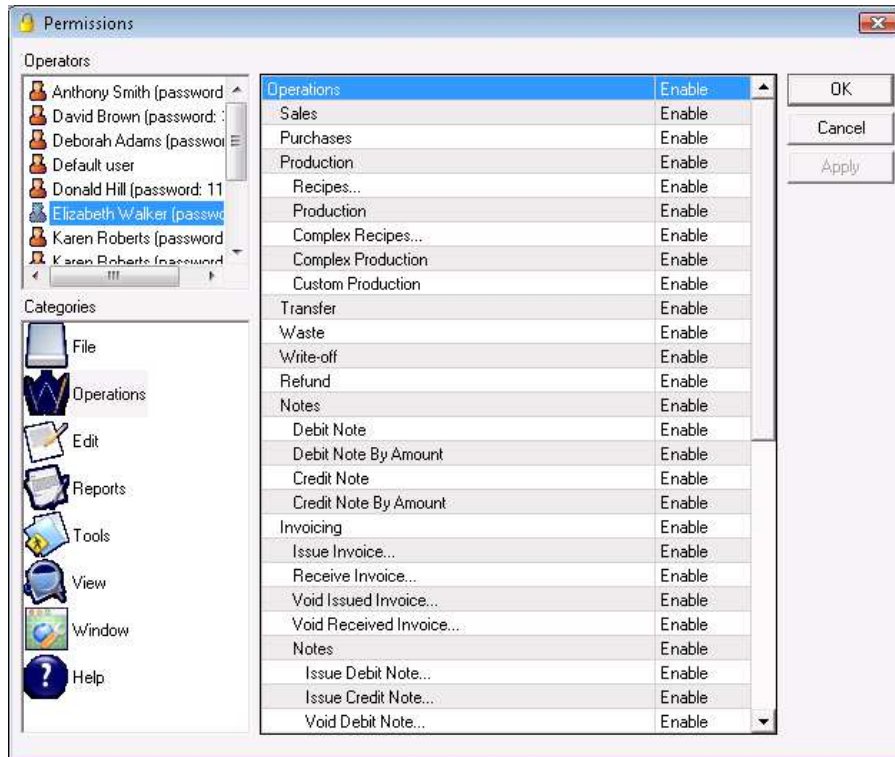
The only documents, which cannot be edited and are not listed in the **Edit** menu, are invoices and notes. This is in compliance with the laws regarding these documents. They can only be voided from the **Operations** menu, where you issue them as well. What is more specific about notes is that they can be edited, but only if just the **Notes** operation is performed. You can void notes if they have been created as a document and attached to **Notes** operation from the **Invoicing** submenu in **Operations** menu.

You can work with invoices in a similar way, but you manipulate them only from the **Operations -> Invoicing** menu. You can only reprint invoices from the **Edit** menu.

In the **Edit** menu you can create VAT groups, depending on the client's needs, as well as to define various currencies. This does not lead to automatic conversion in the application, but a main currency is tracked.

Microinvest Warehouse Pro allows you to reprint any issued document. If a document has been lost or if you have not been able to print the document upon performing of the operation, go to **Edit -> Reprint Documents** and reprint the document.

The most specific part of the **Edit** menu is the **Administration** submenu. There you can perform service functions, which directly affect the work of the application.

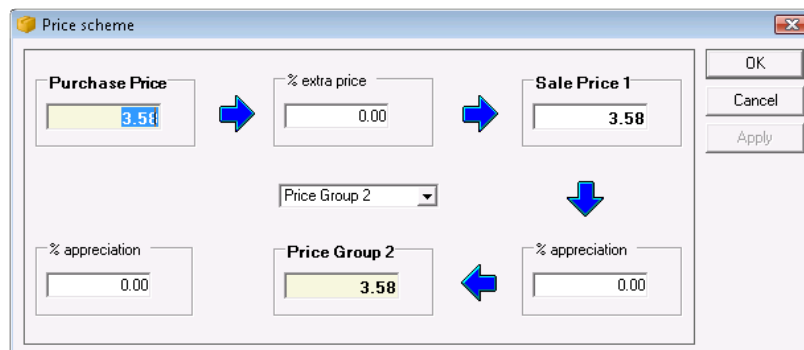


The function **Permissions** in this submenu allows a user with unrestricted access rights to set the access rights of other users.

In the **Print Manager** submenu you can specify several printers, on which various documents can be printed.

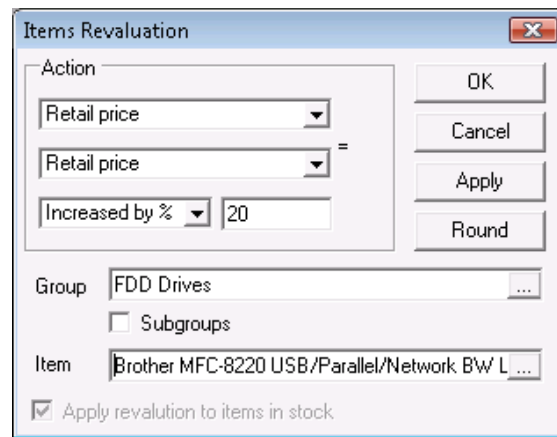
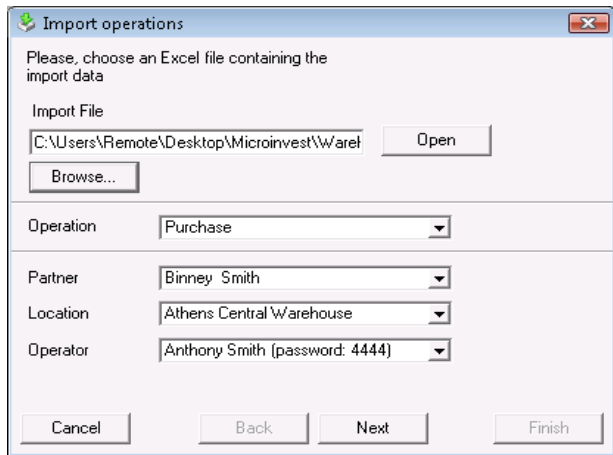
If you are using the application for production purposes, you can use the **Total Production** function to produce products, which are sold, but have not been produced beforehand.

The **Change Prices** function allows you to change all prices in the database except for the purchase price. The purchase price can be set only through purchase or stocktaking.



Revaluation is an identical function to the above described, but the user can affect one price through another not only for a single item, but for a group of items or for all available items in the database.

The direct connection of the application with Microsoft Excel allows you to import operations, partners lists and items lists directly in the database. Import is very useful for the initial administration of the database, i.e. if you have a table, containing the items or the partners, you can import them in the application. After that, through an identical table, you can import operations like stocktaking or purchases to obtain the initial quantities of items.



The service functions "*Rebuild items in stock*" and "*Recalculate average price*" allow you to amend inconsistency in reports due to incorrect editing by the user.

II. Work with *Microinvest Warehouse Pro*

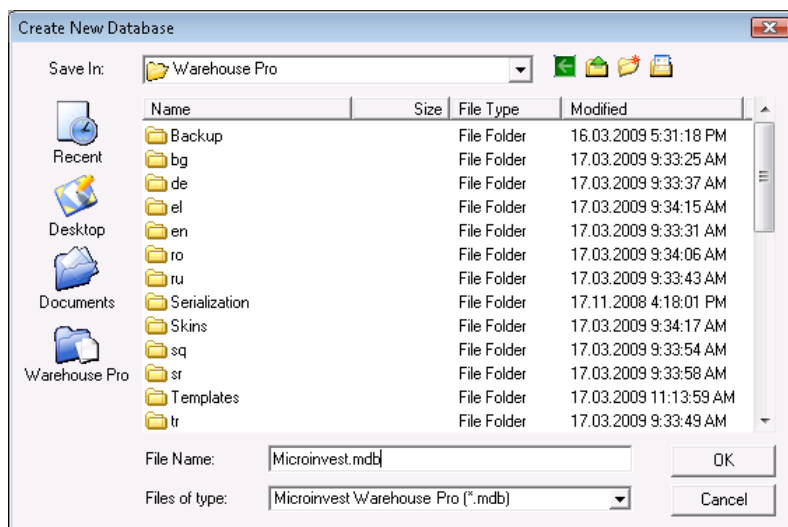
1. File

1.1 New Database

Data about the processed company is stored in a file or group of files, called "Database". Using the **New Database** function you can create a file for a new company containing data similar to or different from the existing company. Generally, each database is a single file, containing data about a single company. This is valid when you use MS Access to create databases. When you use an SQL server, the database is stored in the server and consists of one or several files. What is peculiar in this case is that the user has no direct access to the file. The file is processed by the server and has a logical name

Use the **Create New Database** window (click

the  icon or use keyboard shortcut **Ctrl+N** to open it) to create a file for storing of the information about the new database.



You can open a file by choosing the folder and filename. By default, the program works with files with **.MDB** extensions and you cannot choose a different file type (you can choose a different database type in Database Settings). Filenames on the screen show the already existing files in the folder. The structure of the directories is also displayed and you can choose a different folder to store the new database. Icon shortcuts to recently used databases, the desktop, My Documents and **Microinvest Warehouse Pro** can facilitate your work.

It is advisable to use Latin characters for database filenames.

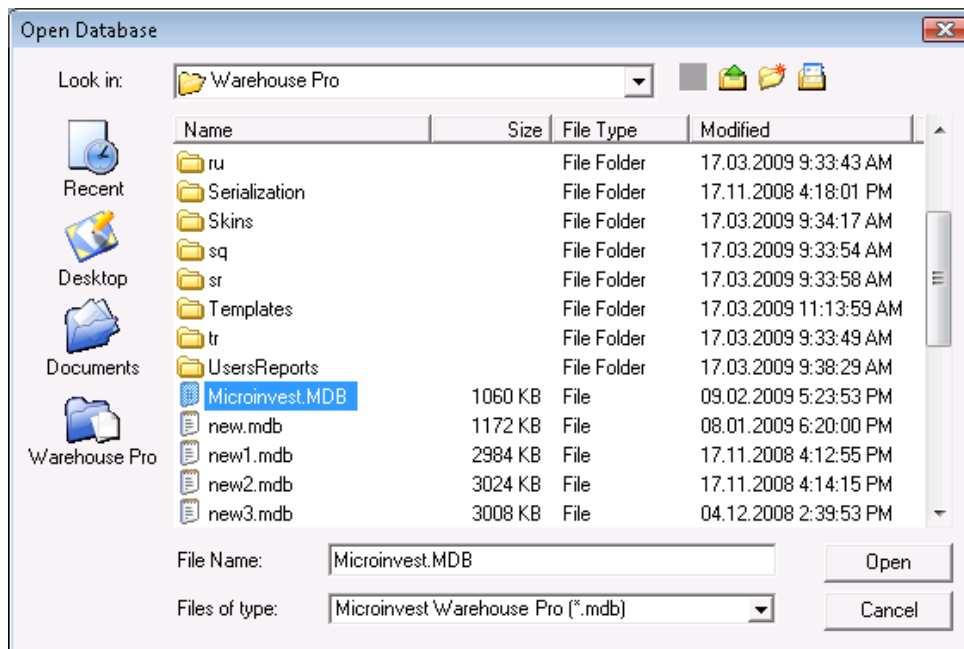
The newly created file becomes the active database of the application.

1.2. New Template Database

The **New Template Database** function is used for creating a new database (new company), which has the same items as the old one. This allows you to transfer data about items, partners, locations, users, currencies, VAT groups and company data without any operations and quantities with it. You do not need to re-enter the items, but you can perform new operations with them. You can use this function to create a new period for the same company, to open database of a new location using the same information or to start a database of a parallel company

Use the **New Template Database** window to choose a file for storing of the information about the new database.

1.3. Open Database



Use the **Open Database** function to change the active database. This allows you to change the company you are working with and load data and operations about another company. Generally, each database stores data about a single company and opening a new database will change the active company. Databases are independent and can be stored in one or several different folders.

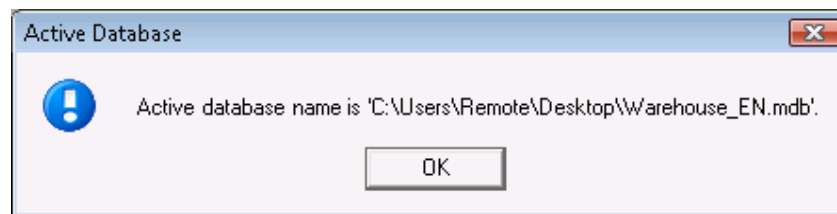
You can use the **Open Database** window (keyboard shortcut **Ctrl+O**) to select a database from the already created (through New Database or New Template Database) databases.

Select the desired database and click the **Open** button. Confirm your choice in the pop-up window.

1.4 Show Active Database

Each database contains information about one company. Use the **Show Active Database** function to check which file you are currently working with. The **Show Active Database** window (keyboard shortcut **Ctrl+A**) gives you information about the folder, location and filename of the last file, opened through **Open Database**.

The **Show Active Database** window (keyboard shortcut **Ctrl+A**) tells you which is the active database, opened through the Open Database window.



1.5 Backup / Restore Database

Use the **Backup** function to save a copy of the active database. This operation allows you to store important information in case of database damage or system crash. To restore the database use the **Restore** function

On database backup **Microinvest Warehouse Pro** compresses the file and reduces its size. This allows you to store the database more effectively and transfer it more easily. On database backup the data is stored exactly as it is when the process is started.

The system offers you two options depending on backup settings:

- Automatic backup upon a previously set time period
- Manual backup upon user request

The Restore function reverts the database (company) to the time of the last backup. A common mistake is to restore data and lose operations and changes made after backup. Data Restore should be applied only in case of a system crash or when you wish to revert the database to a previous time regardless of changes. This is appropriate in case of wrongly input data, when database restoring is easier than editing data.

Note: When using MSDE, MySql or Microsoft SQL servers, Database Backup is done by the server or by **Microinvest Archi Pro**.

1.6 Exit

Use the **Exit** menu to close the program.

This operation will save the current state of the application and will release all system resources. This allows other users to have exclusive access to the database.

2. Operations

Fill in the windows in **Operations** in the following way:

In the **Partner** field fill in the name of the client/company.

To select a partner do one of the following:

- use keyboard shortcut **F4** in the partners list;
- use the **Enter** key in the partners list;
- click the  button;
- type the partner's name in the text field;
- type the partner's code in the text field;
- type the partner's UIC in the text field.

In the **Location** field fill in the name of the location to take items from.

To select a location do one of the following:

- use keyboard shortcut **F4** in the locations list;
- use the **Enter** key in the locations list;
- click the  button;
- type the name of the location in the text field;
- type the code of the location in the text field.

In the **Operator** field fill in the name of the operator who will perform the operation.

To select a user do one of the following:

- use keyboard shortcut **F4** in the users list;
- use the **Enter** key in the users list;
- click the  button;
- type the user's name in the text field;
- type the user's code in the text field.

In the **Name** field fill in the items.

To select an item do one of the following:

- use keyboard shortcut **F4** in the items list;
- use the **Enter** key in the items list;
- click the  button;
- type the name of the item in the text field;
- type the code of the item in the text field;
- type the barcode of the item in the text field.

If you are working with lots, you can select an item by lot or by serial number.

If you wish to select more than one item, open the items list using keyboard shortcut **F4**, hold down the **Ctrl** key and click on desired items. You can select adjacent items by holding down the **Shift** key and using the up and down arrow keys.

Sale

Partner: Domino
Location: Sofia Central Warehouse
Operator: Donald Hill (password: 1111)

SubTotal: 316.88 EUR
VAT: 63.37 EUR
Total: 380.25 EUR

No.	Name	Measure	Quantity	Sale Price	Discount	Currency	Amount
1	AC/USB Power Adapter Charger	item	1.000	3.00	0.0	EUR	3.00
2	IDE to SATA Adapter - Converts IDE Drive to SATA Interface	item	1.000	11.00	0.0	EUR	11.00
3	Notebook Hard Drive to Desktop Adapter (2.5" to 3.5")	item	1.000	4.00	0.0	EUR	4.00
4	SCA 80 to SCSI 50/68 Pin Converter w/Terminator	item	1.000	5.50	0.0	EUR	5.50
5	USB 2.0 to IDE Adapter Cable	item	1.000	9.25	0.0	EUR	9.25
6	Biostar M7VIG 400 Socket A mATX MB w/AMD Sempron 2200+ CPU	item	1.000	91.00	0.0	EUR	91.00
7	Biostar VIA K8M800 Socket 754 ATX MB w/Sempron M 3000+ CPU	item	1.000	102.50	0.0	EUR	102.50
8	HP 4MP Digital Camera Kit w/128MB SD Card Tripod More!	item	1.000	87.00	0.0	EUR	87.00
9	52x CD-ROM IDE Drive (Beige)	item	1.000	7.00	0.0	EUR	7.00
10	BTC 52x CD-ROM IDE Drive (Silver)	item	1.000	7.00	0.0	EUR	7.00
11	LG 52x32x52 IDE CD-RW Drive w/SW (Beige)	item	1.000	24.00	0.0	EUR	24.00
12	USB 2.0 Slim External 8x4x24 CDRW Drive (Black)	item	1.000	29.00	0.0	EUR	29.00
13		item	0.000	0.00	0.0		0.00

Search Refresh Note Save Cancel

To save the document press the **F9** key or click on the **Save** button. To cancel the operation press **Esc** or click the **Cancel** button.

To refresh item quantities without closing and opening the window, click the **Refresh** button. You can add a note to the current operation by using the **Note** button.

When you save the operation, the application may offer you to print the document, depending on the Print Settings.

2.1 Sales

Sales are the most frequently used operation. They represent the production and distribution of goods and services to clients or partners. Sales decrease quantities of chosen items in your warehouse and transfer them to the partner. The operation is completed by payment and issuing of a document.



To open the **Sales** window click the icon or use keyboard shortcut **F2**.

No.	Name	Measure	Quantity	Sale Price	Discount	Currency	Amount
1	HP USB All-in-One Photo Center Printer w/4.0MP Digital CAM	item	1.000	149.00	0.0	EUR	149.00
2	Kodak EasyShare Printer Dock Series 3 for EasyShare Camera	item	1.000	64.00	0.0	EUR	64.00

In the **Quantity** column fill in the number of items being purchased. Press **Enter** to move on to the **Sale Price** column. The sale price of the item will be filled in automatically, according to the price group of the customer or the location (the price group of the customer has a priority). If no price groups are set for the partner and/or the location, the application will fill in the retail price. The sale price can be edited and the change will be applied only to the current document. In the **Discount** column fill in the discount for the selected customer. Press **Enter** to confirm. The application automatically fills in the **Amount** column. Use the same method to enter data about each item, purchased by the customer.

If you are working with lots, you must enter a lot number in the window. Then enter a sale quantity and press **Enter**. The application will split the quantity by lots, depending on the method set in **Special Settings**. Fill in the serial number, the best before and production dates and the position of each lot in the warehouse in the text fields in the upper part of the window. In case you do not provide lot information, the Lot column is filled in automatically with "NA".

Sale							
Partner	Costco						SubTotal: 177.50 EUR
Location	Bucharest Central Warehouse						VAT: 35.50 EUR
Operator	Donald Hill (password: 1111)						Total: 213.00 EUR
No.	Name	Measure	Quantity	Sale Price	Discount	Currency	Amount
1	HP USB All-in-One Photo Center Printer w/4.0MP Digital CAM	item	1.000	149.00	0.0	EUR	149.00
2	Kodak EasyShare Printer Dock Series 3 for EasyShare Camera	item	1.000	64.00	0.0	EUR	64.00
3		item	0.000	0.00	0.0		0.00

When you save the operation, the application may offer you to specify the payment type and whether the document (or part of it) is paid or remains due, in case the payment window is enabled in the Program Settings.

Payment

Costco

Sale № 0000000042

Payment type

Debit/Credit card

Amount

64.00

Due date

18.03.2009

Advance

☐ 0.00

Remaining days

0

Paid

64.00

Card No.

Balance

0.00

☐ Print payment document

OK

Cancel

2.2 Purchases

Purchases represent the receiving of new quantities of items in your warehouse. The quantity of items in stock in the warehouse of the company increases and their average or lot prices are calculated.



To open the **Purchases** window click the icon or use keyboard shortcut **F3**.

No.	Name	Measure	Quantity	Purchase Price	Sale Price	Discount	Currency	Amount
1	Brother 5-in-1 USB/Parallel/Network B/W Laser Printer	item	10.000	132.88	139.00	0.0	EUR	1328.80
2	Brother HL-2460N Parallel/USB B/W Laser Network Printer	item	10.000	438.88	446.00	0.0	EUR	4388.80

In the **Quantity** column fill in the number of items being purchased. Press **Enter** to move on to the **Purchase Price** column and fill in the purchase price of the item. In the **Sale Price** field you can fill in the sale price of the item, which will apply to the price group of the partner or the location (if no price group is set, it shall be saved as retail price). In the **Discount** column fill in the discount for the selected partner. Press **Enter** to confirm the information. The application automatically fills in the **Amount** column. Use the same method to enter data about each item, which shall be delivered by the partner.

If you are working with lots, you must enter a lot number in the window. You can enter the serial number, the best before and production dates and the position of each purchased lot in the warehouse in the upper part of the window. You can open the **Calendar** window by clicking on the  button or by pressing the **F4** key, when filling the **Best Before** and **Production Date** fields.

Purchase									
Partner	Cisco Systems, Inc.				SubTotal: 15370.08 RO				
Location	Shop Athens 4				VAT: 2920.32 RON				
Operator	Donald Hill (password: 1111)				Total: 18290.40 RON				
	Serial No.	Best before	Production date	Lot position					
	MV001			10254					
No.	Name	Measure	Quantity	Purchase Price	Sale Price	Discount	Currency	Lot	Amount
1	Brother 5-in-1 USB/Parallel/Network BW/ Laser Prin...	item	10.000	132.88	139.00	0.0	EUR	A	1328.80
2	Brother HL-2460N Parallel/USB BW/ Laser Network...	item	10.000	438.88	446.00	0.0	EUR	B	4388.80

The application allows you to automatically split item quantities by lots. To do so, enter the total quantity in the corresponding field and press the **F12** key. The application will add as many rows as the total quantity, where each row has a quantity of "1". By default, the lots will be automatically filled in with "NA". Then, you can change lot names and data in the other fields.

In case you do not provide lot information, the Lot column is filled in automatically with "NA".

When you save the operation, the application may offer you to specify the payment type and whether the document (or part of it) is paid or remains due, in case the payment window is enabled in the Program Settings.

Payment

Cisco Systems, Inc.

Purchase № 0000000003

Payment type

Plata prin voucher

Amount

18290.40

Due date

18.03.2009

Advance

☒ 0.00

Remaining days

0

Paid

18290.40

Card No.

45645465

Balance

0.00

☒ Print payment document

OK

Cancel

2.3 Production

2.3.1 Recipes

Use the **Recipes** window to enter and edit recipes, which will later on be used for production.

Name	Measure	Quantity	Purchase Price
▶ Tomato	kg.	1.000	3.00
Cheese	kg.	0.200	6.00

To fill in the **Recipes** window, do the following: in the **Recipe item** column fill in the item, for which a recipe will be created. You can choose an item from the list of complex recipes by pressing the **F4** key or by clicking on the button. In the **Raw Materials** column fill in the raw materials, which will be used in the recipe. In the **Quantity** column enter the quantity, needed for production of one recipe item.

Click on the **Apply** button or press the **F9** key to save the recipe and proceed to the next recipe. Click on the **OK** button to save the recipe and close the window. Click on the **Cancel** button to close the window without saving any changes. The created recipe is colored in blue.

You can use the **Recipes** window to edit recipe items. Choose the recipe item from the list by pressing the **F4** key or by clicking on the button. The raw materials will be filled automatically. You can edit the name of the item (or choose a name from the list using the **F4** key), as well as improperly entered quantities. To delete a row in the document, type "0" in the corresponding quantity column. To delete the whole document type "0" in all quantity columns of the document. When you are done with the changes, press the **F9** key or click on the **Apply** button to save the recipe.

2.3.2 Production

Use the **Production** window to aid you in producing items based on already saved recipes.

You can open the **Production** window by clicking the icon.

In the **Quantity** column fill in the quantity of items that will be produced. The **Purchase Price** column is filled automatically based on prices of raw materials.

The names, quantities and purchase price of raw materials used in the recipe will be displayed in the upper part of the window after you select the recipe item, which will be produced.

Production

Location: Shop Athens 2 ...

Operator: Христо Петков (парола: 1111) ...

SubTotal: 4.20 EUR
VAT: 0.84 EUR
Total: 5.04 EUR

Raw material	Quantity	Price	Amount
▶ Tomato	1.000	3.000	3.00
Cheese	0.200	6.000	1.20

No.	Name	Measure	Quantity	Purchase Price	Amount
▶ 1	Tomato Salad	item	1.000	4.20	4.20
2		item	0.000	0.00	0.00

Search Refresh Note Save Cancel

2.3.3 Complex Recipes

Use the **Complex Recipes** window to create recipes, which will later on be used for complex production. In **complex production** a single raw material is used for the production of several recipe items or several raw materials are used for the production of several recipe items.

Complex Recipes

Recipe name: Cajun Paella ...

Raw materials:

Name	Meast	Quantity
garlic	item	0.300
large sweet onion	item	1.000
▶ large green bell pepper	item	1.000
cups sliced mushrooms	item	2.000
andouille sausage	item	0.500
medium shrimp	item	0.750
whole cooked crawfish	item	2.000
water	item	5.000
dirty rice mix	item	2.000

Production:

Name	Meast	Quantity
Cajun Paella	item	5.000
▶	item	0.000

OK Cancel Apply

Apply - F9 / Cancel - Esc

To fill in the **Complex Recipes** window, do the following: in the **Recipe name** text field enter the name of the recipe, which will be used for complex production.

Enter the raw materials in the **Raw Materials** column. Fill in the necessary quantities of raw materials in the **Quantity** column.

Enter the recipe items in the **Production** column. In the **Quantity** column fill in the quantity of the item, obtained from the raw materials.

If you wish to select more than one item, open the items list using keyboard shortcut **F4**, hold down the **Ctrl** key and click on desired items. You can select adjacent items by holding down the **Shift** key and using the up and down arrow keys.

Click on the **Apply** button or press the **F9** key to save the recipe and proceed to the next recipe. Click on the **OK** button to save the recipe and close the window. Click on the **Cancel** button to close the window without saving any changes.

You can use the **Complex Recipes** window to **edit** recipe items. Choose the recipe item from the list of complex recipes by pressing the **F4** key or by clicking on the  button. The raw materials will be filled automatically. You can edit the name of the item (or choose a name from the list using the **F4** key), as well as improperly entered quantities. To delete a row in the document, type "0" in the corresponding quantity column. To delete the whole document type "0" in all quantity columns of the document. When you are done with the changes, press the **F9** key or click on the **Apply** button to save the recipe

2.3.4 Complex Production

Use the **Complex Production** window to obtain recipe items from raw materials, based on previously created complex recipes. In **complex production** a single raw material is used for the production of several recipe items or several raw materials are used for the production of several recipe items.

In the **Quantity** column enter the quantity that will be produced. The **Purchase Price** column is automatically filled based on prices of raw materials used in production.

The calculation of product cost is as follows.

Purchase prices of all products are summed to form a calculation basis. Each product forms a ratio of its sale price to this basis. The purchase price of each product is obtained by multiplying the corresponding ratio by the total purchase price. For example:

The unit price of Raw material 1 is \$100.00 and the unit price of Raw material 2 is \$200.00. Recipe item 1 with sale price of \$300.00 and recipe item 2 with sale price of \$400.00 will be produced.

A complex recipe is created:

Raw Material 1 - 1 unit / Recipe item 1 - 1 unit

Raw Material 2 - 1 unit / Recipe item 2 - 1 unit

Choose the recipe in **Complex Production** and enter 1 unit. The purchase price of recipe item 1 will be \$128.57, i.e.:

$$\begin{aligned} & 1 \times \$300.00 \\ & \text{-----} = 0.42857142 \\ & 1 \times \$300.00 + 1 \times \$400.00 \\ & (1 \times \$100.00 + 1 \times \$200.00) \times 0.42857142 = \$128.57 \end{aligned}$$

The net cost of the recipe item is the total purchase price divided by the quantity (\$128.57/1 = \$128.57 in the example)

The net cost of recipe item 2 is \$171.43.

This calculation method forms a higher cost for expensive recipe items and a lower cost for cheap recipe items. This ensures that some sales do not generate losses, while others generate unrealistically high profits.

The names, quantities and purchase price of raw materials used in the recipe will be displayed in the upper part of the window after you select the recipe item, which will be produced.

Note: Enter the sale price of recipe items in **Items** or **Change Prices** window.

2.4 Transfer

Use the **Transfer** window to aid you in transferring items from one warehouse to another. The quantity of items in the first warehouse will decrease, while the quantity of items in the second one will increase. The operation reflects transferring of items from one location to another. This does not affect incomes and expenses of the company, since it is an internal circulation.



To open the **Transfer** window click the icon or use keyboard shortcut **F5**.

No.	Name	Measure	Quantity	Purchase Price	Sale Price	Currency	Amount
1	AC/USB Power Adapter Charger	item	2.000	2.00	3.00	EUR	4.00
2	IDE to SATA Adapter - Converts IDE Drive to SATA Interface	item	3.000	9.28	11.00	EUR	27.84

In the **Quantity** column fill in the number of items being transferred. The **Purchase Price** and **Sale price** columns will be filled in automatically upon selecting an item and cannot be edited. Press **Enter** to confirm. The application automatically fills in the **Amount** column. Use the same method to enter data about each item, which will be transferred to the second location

If you are working with lots, you must enter a lot number in the window. You must enter a quantity and press **Enter**. The application will "split" the quantity by lots, depending on the method set in Special Settings. Fill in the serial number, the best before and production dates and the position of each lot in the warehouse in the textfields in the upper part of the window.

2.5 Waste and Write-off

Use the **Waste** operation to aid you in writing-off of waste items. The operation decreases the quantities of these items in the corresponding warehouse. The items leave the warehouse, but sales incomes remain unchanged.

Use the **Write-off** operation to aid you in writing-off of items for company's own needs – for example, when part of the available items is needed for internal operations or for own consumption. The operation is similar to **Sales**, but no incomes are generated.

No.	Name	Measure	Quantity	Purchase Price	Currency	Amount
1	AC/USB Power Adapter Charger	item	1.000	2.00	EUR	2.00
2	Notebook Hard Drive to Desktop Adapter (2.5" to 3.5")	item	1.000	2.88	EUR	2.88

In the **Quantity** column fill in the number of discarded or written-off items. The **Purchase Price** column filled in automatically upon selecting an item and cannot be edited. Press **Enter** to confirm. The application automatically fills in the **Amount** column. Use the same method to enter data about each item, which will be discarded or written-off.

If you are working with lots, you must enter a lot number in the window. Then enter a quantity and press **Enter**. The application will "split" the quantity by lots, depending on the method set in Special Settings. Fill in the serial number, the best before and production dates and the position of each lot in the warehouse in the text fields in the upper part of the window.

2.6 Refund

Refunding represents returning of items from a customer to your warehouse. The operation is similar to Purchase – it increases the quantity of available items in the warehouse of the company and generates expenses, but sale and purchase prices of the items remain unchanged.

In the **Quantity** column fill in the number of items returned and press **Enter** to move on to the **Sale Price** column. There you can enter a sale price of the item, which will apply for the price group of the partner or the location (if no price group is set, it will be saved as retail price). Press **Enter** to confirm. The application automatically fills in the **Amount** column. Use the same method to enter data about each item, which will be returned by the customer.

If you are working with lots, you must enter a lot number in the window. Fill in the serial number, the best before and production dates and the position of each returned lot in the warehouse in the text fields in the upper part of the window.

In case you do not provide lot information, the Lot column is filled in automatically with "NA".

2.7 Debit Note

A debit note is a fiscal note, indicating the amount increase based on an issued document, as well as tax details. The reason for the increase is also indicated in the debit note. A debit note is issued only based on an issued invoice. The Debit Note operation reduces the quantities of items in stock.

In the **Quantity** column fill in the number of items, which are part of the operation. Press **Enter** to move on to the **Sale Price** column and fill in the sale price of the item. In the **Discount** field fill in the discount for the selected partner. Press **Enter** to confirm. The application automatically fills in the **Amount** column. Use the same method to enter data about each item, which is part of the operation.

After you save the operation, the application may offer you to specify the payment type, depending on the payment settings.

When you are done with the **Payment** window, you must fill in the **Issue Debit Note** window. You can use it to enter general and additional data in the issued invoice: document number, date of issuing, ext. invoice, from date, recipient, recipient's UCN, the name of the person issuing the document, number of print copies – originals and copies, date of fiscal event, reason for the transaction, description and place of the deal, as well as payment method – cash, cheque, credit card or voucher.

2.8 Credit Note

A credit note is a fiscal note, indicating the amount decrease based on an issued document, as well as tax details. The reason for the transaction is also indicated in the credit note. A credit note is issued only based on an issued invoice. The Credit Note operation increases the quantities of items in stock and forms an average purchase price.

In the **Quantity** column fill in the number of items, which are part of the operation. Press **Enter** to move on to the **Purchase Price** column and fill in the purchase price of the item. In the **Sale Price** column fill in the sale price of the item. In the **Discount** column fill in the discount for the selected partner. Press **Enter** to confirm. The application automatically fills in the **Amount** column. Use the same method to enter data about each item, which is part of the operation.

After you save the operation, the application may offer you to specify the payment type, depending on the payment settings.

When you are done with the **Payment** window, you must fill in the **Issue Credit Note** window. You can use it to enter general and additional data in the issued invoice: document number, date of issuing, ext. invoice, from date, recipient, recipient's UCN, the name of the person issuing the document, number of print copies – originals and copies, date of fiscal event, reason for the transaction, description and place of the deal, as well as payment method – cash, cheque, credit card or voucher.

2.9 Invoicing

2.9.1 Issue Invoice



You can use the **Issue Invoice** window (click on the  icon or use keyboard shortcut **F7** to open it) to transform a selected sales document into an invoice. The sequence is as follows:

1. Create a sales document (stock receipt);
2. Attach a new document to the first one. The new document will be the invoice.

You can use the first document (stock receipt) to represent the incomes from the item and its writing-off. The second document is a tax representation of the deal and determines the type of the official document.

Generally, an invoice can be issued only based on an existing stock receipt. The invoice and the stock receipt contain a list of the same items and are for the same amount.

Issue invoices - Select Document

Document	Partner	Location	Date	Amount
0000000001	Conseco	Shop Belgrade 1	03.04.2008	136.18
0000000002	Emcor Group	Shop Belgrade 1	03.04.2008	270.50
0000000003	Capital One	Shop Bucharest 1	03.04.2008	85.77
0000000004	Halliburton	Shop Belgrade 1	03.04.2008	682.50
0000000005	Conseco	Shop Bucharest 1	03.04.2008	112.09
0000000006	Emcor Group	Shop Bucharest 1	03.04.2008	470.18
0000000007	Interstate Batteries	Shop Belgrade 2	03.04.2008	202.38
0000000008	Browser Media	Shop Bucharest 2	03.04.2008	988.18
0000000009	Browser Media	Shop Belgrade 2	03.04.2008	237.78
0000000010	Interplay Entertainment	Shop Bucharest 2	03.04.2008	124.52
0000000011	Doriani	Shop Bucharest 2	03.04.2008	772.44
0000000012	Doriani	Shop Belgrade 2	03.04.2008	235.28
0000000013	Bechtel Corporation	Shop Bucharest 3	03.04.2008	204.50
0000000014	Interplay Entertainment	Shop Bucharest 3	03.04.2008	333.09
0000000015	Emcor Group	Shop Bucharest 3	03.04.2008	405.00
0000000016	Halliburton	Shop Sofia 1	03.04.2008	86.59
0000000017	Ingenuity Software	Shop Sofia 1	03.04.2008	95.00
0000000018	FLORENTINA	Shop Sofia 1	03.04.2008	112.59
0000000019	Binney Smith	Shop Sofia 2	03.04.2008	196.00

OK - Enter / Cancel - Esc

Sort by:
☒ Document
☐ Partner
☐ Location
☐ Date

Quick Search

☐ filter

OK Cancel

In the **Select Document** window select the sales document, based on which the invoice will be issued. To merge two or more sales documents, hold down the **Ctrl** key and click on the desired documents.

The invoiced documents will be colored in red.

Issue Invoice

Main

Number: 0000000017 Date: 18.03.2009

Ext. invoice: From date:

Recipient: Thomas Brown

UCN: 7605236097

Issued by: Donald Hill

Copies

☐ Copy
☐ Original
☒ Original + copy
☐ Original + 2 copies

Print

☒ Items grouping
☒ To cash register
☒ Electronic Invoice

Additional

Payment: Bank order Tax date: 18.03.2009

Reason:

Description:

Place:

OK Cancel

You can use the **Issue Invoice** window to enter general data in the issued invoice: document number, date of issuing, ext. invoice, from date, recipient, recipient's UCN, the name of the person issuing the document. You can enter additional data as well: payment method –cash, cheque, credit card or voucher; date of fiscal event, reason for the transaction, description and place of the deal.

You can choose the number of print copies – originals and copies.

If **To cash register** is checked, the data will be sent to the cash register and a cash register receipt will be printed.

If **Items grouping** is checked, items with the same names and prices will be printed in a single row in the issued invoice. This is useful when you merge documents, in which a single item is used multiple times. If you are working with lots, the quantity of all lots is printed in a single row.

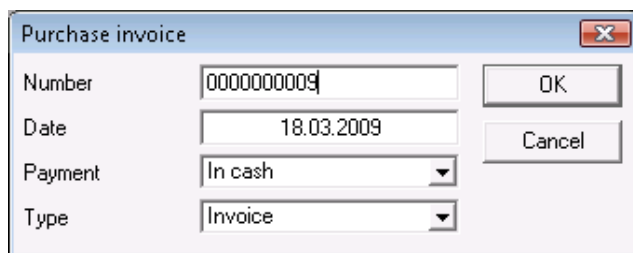
Data about the issuer is automatically filled from the selected Company Data.

2.9.2 Receive Invoice

You can use the **Receive Invoice** window (use keyboard shortcut **Ctrl+F7** to open it) to transform a selected purchases document into an invoice. The sequence is as follows:

1. Create a purchases document (stock receipt);
 2. Attach a new document to the first one. The new document will be the invoice.
- You can use the first document (stock receipt) to represent the expenses from the item and its delivery into the warehouse. The second document is a tax representation of the deal and determines the type of the official document. Generally, an invoice can be issued only based on an existing stock receipt. The invoice and the stock receipt contain a list of the same items and are for the same amount.

In the **Select Document** window select the purchase document, based on which the invoice will be issued. The invoiced documents will be colored in red.



The screenshot shows a window titled "Purchase invoice" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, there are four labeled input fields: "Number" with the value "0000000009", "Date" with the value "18.03.2009", "Payment" with a dropdown menu showing "In cash", and "Type" with a dropdown menu showing "Invoice". To the right of these fields are two buttons: "OK" and "Cancel".

- Use the **Purchase Invoice** window to enter document number, date of issuing, payment and type.

2.9.3 Void Issued Invoice

The **Void Issued Invoice** window (keyboard shortcut **Alt+F7**) contains a list of all invoiced sales documents. To void an issued invoice, select the document and click the **OK** button. Click the **Cancel** button to exit without selecting a document.

After you void an invoice, you can issue a new invoice with the same number from the Issue Invoice window, as well as edit the sales document in the Edit Sale window.

2.9.4 Void Received Invoice

The **Void Received Invoice** window contains a list of all invoiced purchase documents. To void a received invoice, select the document and click the **OK** button. Click the **Cancel** button to exit without selecting a document.

After you void an invoice, you can issue a new invoice with the same number from the Receive Invoice window, as well as edit the purchase document in the Edit Purchase window.

2.9.5 Notes

2.9.5.1 Debit Note

You can use the **Debit Note** window to select a document, which will be used to issue a debit note. The sequence is as follows:

1. Create a debit note document;
2. Attach the debit note to an invoice.

Generally, a debit note can be issued only based on an existing invoice. The debit note and the invoice contain a list of the same items.

In the **Select Document** window select the document, based on which the invoice will be issued.

The invoiced documents will be colored in red.

You can use the **Issue Debit Note** window to enter general data in the issued invoice: document number, date of issuing, ext. invoice, from date, recipient, recipient's UCN, the name of the person issuing the document. You can enter additional data as well: payment method, date of fiscal event, reason for the transaction, description and place of the deal.

You can choose the number of print copies – originals and copies.

If **Items grouping** is checked, items with the same names and prices will be printed in a single row in the issued invoice. This is useful when you merge documents, in which a single item is used multiple times. If you are working with lots, the quantity of all lots is printed in a single row.

Data about the issuer is automatically filled from the selected Company Data.

2.9.5.2. Credit Note

You can use the **Credit Note** window to select a document, which will be used to issue a credit note. The sequence is as follows:

1. Create a credit note document;
2. Attach the credit note to an invoice.

Generally, a credit note can be issued only based on an existing invoice. The credit note and the invoice contain a list of the same items.

In the **Select Document** window select the document, based on which the invoice will be issued.

The invoiced documents will be colored in red.

You can use the **Issue Credit Note** window to enter general data in the issued invoice: document number, date of issuing, ext. invoice, from date, recipient, recipient's UCN, the name of the person issuing the document. You can enter additional

data as well: payment method, date of fiscal event, reason for the transaction, description and place of the deal.

You can choose the number of print copies – originals and copies.

If **Items grouping** is checked, items with the same names and prices will be printed in a single row in the issued invoice. This is useful when you merge documents, in which a single item is used multiple times. If you are working with lots, the quantity of all lots is printed in a single row.

Data about the issuer is automatically filled from the selected Company Data.

2.9.5.3 Void Debit Note

The **Void Debit Note** window contains a list of all documents, based on which a debit note has been issued. To void a debit note, select the document and click the **OK** button. Click **Cancel** to exit without selecting a document.

2.9.5.4 Void Credit Note

The **Void Credit Note** window contains a list of all documents, based on which a credit note has been issued. To void a credit note, select the document and click the **OK** button. Click **Cancel** to exit without selecting a document.

2.10. Cash Ledger

The **Cash Ledger** is a chronological diary of cash flows in the company. Each row represents an operation (income or expense) and contains the amount, the date, the type and a description. You can use the Cash Ledger to trace cash flows and to obtain information about the current financial status of the company. All sales and purchases are automatically filled in the Cash Ledger with their total amounts or the amounts that have been paid (upon saving an operation in the Payment window or by using the Payment module).

Cash Ledger

Date	Description	Location	Type	Income	Expense
03.04.2008	Purchase N° 0000000001	Sofia Central Warehouse	Expense Purch...	0.00	7319.54
03.04.2008	Purchase N° 0000000002	Sofia Central Warehouse	Expense Purch...	0.00	10025.10
03.04.2008	Purchase N° 0000000003	Bucharest Central Ware...	Expense Purch...	0.00	19786.61
03.04.2008	Purchase N° 0000000004	Bucharest Central Ware...	Expense Purch...	0.00	8638.19
03.04.2008	Purchase N° 0000000005	Belgrade Central Wareh...	Expense Purch...	0.00	2671.25
03.04.2008	Purchase N° 0000000006	Belgrade Central Wareh...	Expense Purch...	0.00	9262.82
03.04.2008	Purchase N° 0000000007	Athens Central Wareho...	Expense Purch...	0.00	18597.06
03.04.2008	Purchase N° 0000000008	Athens Central Wareho...	Expense Purch...	0.00	17205.36
03.04.2008	Sale N° 0000000001	Shop Belgrade 1	ProfitSale	60.00	0.00
03.04.2008	Sale N° 0000000002	Shop Belgrade 1	ProfitSale	270.50	0.00
03.04.2008	Sale N° 0000000003	Shop Bucharest 1	ProfitSale	85.77	0.00
03.04.2008	Sale N° 0000000005	Shop Bucharest 1	ProfitSale	112.09	0.00
03.04.2008	Sale N° 0000000008	Shop Bucharest 2	ProfitSale	988.18	0.00
03.04.2008	Sale N° 0000000009	Shop Belgrade 2	ProfitSale	150.00	0.00
03.04.2008	Sale N° 0000000010	Shop Bucharest 2	ProfitSale	50.00	0.00

Monthly | Weekly | Daily

Period	Incomes	Expenses	Balance
Total	8294.97	95376.72	-87081.75
2/2009	974.47	1031.76	-57.29
Opening Ba...	7320.50	94344.96	-87024.46

Filter

Date: [] -- []

Description: []

Location: [All]

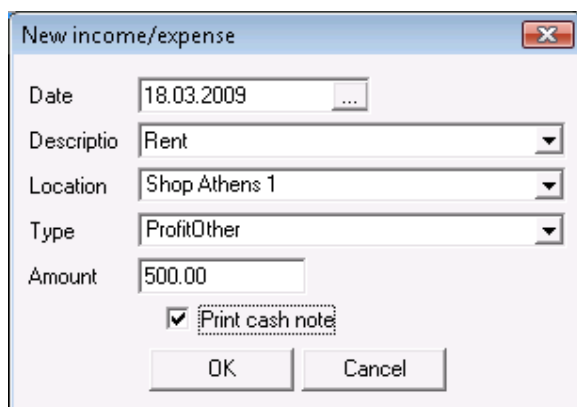
Type: [All]

New Edit Delete Print

Use the **New** button to add a new income or expense.

You can enter a date, short description, amount and type for each new element. The standard types are: Expense Purchase, Expense Materials, Expense Salary, Expense Rent, Expense Other, Not Defined, Profit Other, Profit Sale, and Fuel.

You can print a cash note, if **Print cash note** is checked in the New income/expense window. You can print a Cash disbursement note or a Cash receipt note, depending on the selected type of note.



To edit incomes or expenses, select the desired row and click the **Edit** button. You can edit all fields.

To delete incomes or expenses, select the desired row and click the **Delete** button or press the **Delete** key.

You must confirm the deletion in the pop-up window.

You can print the Cash Ledger by pressing the **F9** key or by clicking the **Print** button.

2.11 Consignments

2.11.1 Consign

Consigning is a process, in which you write-off items from your warehouse and account them to a selected partner. The quantities of these items in the warehouse decrease and the partner owes you the total amount of the consigned items. When the partner sells the items, you generate a report using the **Sales on Consignment** option and the application increases your incomes. If the partner returns the items, you use the **Return on Consignment** option. The partner ceases to owe you the total amount of the consigned items and the quantities of these items in the warehouse increase, because the application registers them in the warehouse once again.



To open the **Consignments** window click the icon or use keyboard shortcut **F6**.

No.	Name	Measure	Quantity	Sale Price	Discount	Currency	Price	Amount
1	IDE to SATA Adapter - Converts IDE Drive to SATA Inte...	item	1.000	11.00	0.0	EUR	11.00	11.00
2	...	item	0.000	0.00	0.0		0.00	0.00

In the **Quantity** column fill in the number of consigned items. Press **Enter** to move on to the **Sale Price** column. The application will automatically fill in the sale price of

the item, according to the price group of the client or the location (the price group of the client has a priority). If no price groups are set for the client and/or the location, the application will fill in the retail price. The sale price can be edited and the change will affect only the current document. Type in the discount for the selected partner in the **Discount** column (if it has not been set previously). Press **Enter** to confirm. The application automatically fills in the **Amount** column based on the sale price and the discount. Use the same method to enter data about each consigned item.

If you are working with lots, you must enter a lot number in the window. Enter the quantity and press **Enter**. The application will split the quantity by lots, depending on the method set in Special Settings. You can trace the serial number, the best before and production dates and the position of each lot in the warehouse in the upper part of the window.

2.11.2 Sales on Consignment

Use the **Sales on Consignment** option to decrease quantities of items in a selected partner and to generate sales. When the partner takes items on consignment, he owes you the total amount of the consigned items. When you report sales on consignment, the application indicates the consigned items as sold to the partner. The partner pays the total amount and generates an income for you. Thus, quantities of items in stock remain unchanged (they have decreased upon consigning), but the partner ceases to owe you the total amount of the consigned items and your incomes increase

To open the **Sales on Consignment** window click the  icon or use keyboard shortcut **Ctrl+F6**.

	No.	Name	Measure	Consign	Quantity	Currency	Price	Amount
	1	IDE to SATA Adapter · Converts IDE Drive to SATA Interface	item	2.000	1.000	EUR	11.00	11.00
▶	2	62-Piece 30x/40x/60x/80x Mega Screen Microscope Set	item	2.000	1.000	EUR	22.00	22.00

In the **Sold** column you can see the consigned quantity of each item, which is part of the operation. In the **Quantity** column fill in the quantity of items sold by the customer. What is left when you subtract **Quantity** from **Sold** remains with the customer.

2.11.3 Return on Consignment

Returning on Consignment is a process, in which the partner is unwilling or unable to sell the items and returns them to the warehouse. The partner ceases to owe you the total amount of the consigned items and the quantities of these items in your warehouse increase.

To open the **Return on Consignment** window click the  icon or use keyboard shortcut **Alt+F6**.

In the **Sold** column you can see the consigned quantity of each item, which is part of the operation. In the **Quantity** column fill in the quantity of items returned by the customer. What is left when you subtract **Quantity** from **Sold** remains with the customer.

2.12 Management

2.12.1 Orders, Offers and Proform Invoices

The **Order** is an operation in which you receive an inquiry from a customer and register his interest towards your items and products. You can use the order to plan a future deal with your customer. The order does not change quantities of items in the warehouse, no incomes are generated and it serves only as information about the forthcoming deal. It is useful when analyzing warehouse status and provides information whether all items are in stock.

The **Offers** module can be used to create a representative price list of selected items for a particular partner. Offers do not change quantities of items in stock and no incomes or expenses are generated. They are used only as an example of how the customer can purchase the items.

The **Proform Invoices** module is used to generate a sample sale of selected items to a particular partner. Proform invoices usually precede sales and determine transaction parameters (price, quantities, amounts and bank accounts) precisely. Proform invoices do not change quantities of items in stock and no incomes or expenses are generated. They are used only as a template for the transaction.

No.	Name	Measure	Quantity	Sale Price	Discount	Currency	Amount
1	7" Rearview In-Car TFT LCD Monitor	item	1.000	164.00	0.0	EUR	164.00
2	62-Piece 30x/40x/60x/80x Mega Screen Microscope Set	item	1.000	22.00	0.0	EUR	22.00

In the **Quantity** column fill in the number of items, which are part of the operation. Press **Enter** to move on to the **Sale Price** column. The application will automatically fill in the sale price of the item, according to the selected price group for the client or the location (the price for the client has a priority). If no price group is set for the client and/or the location, the application will fill in the retail price. The sale price can be edited and the change will affect only the current document. Type in the discount for the selected partner in the **Discount** column. Press **Enter** to confirm. The application automatically fills in the **Amount** column. Use the same method to enter data about each item, that the client wishes to purchase.

2.12.2 Requests

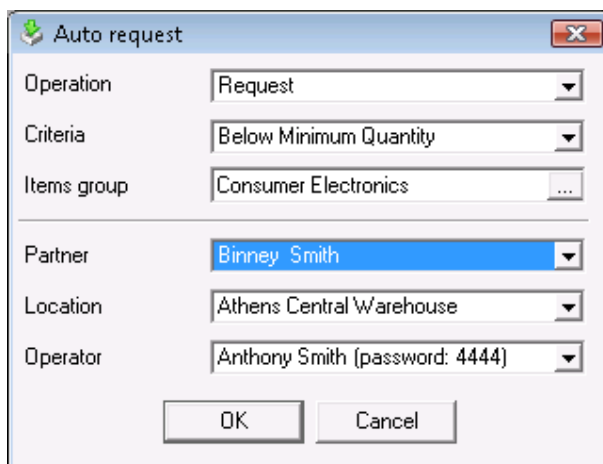
The **Request** is a document your company uses to request items from a supplier. The request contains a list of items that you are willing to purchase from the supplier. You can use the request to calculate the forthcoming purchase expenses and to plan your financial resources. Requests do not change quantities of items in stock and do not generate expenses. They only provide information about the forthcoming transaction. The request document can be automatically transformed into a purchase document.

No.	Name	Measure	Quantity	Purchase Price	Sale Price	Discount	Currency	Amount
1	62-Piece 30x/40x/60x/80x Mega Screen Microscope Set	item	1.000	17.88	22.00	0.0	EUR	17.88
2	7" Rearview In-Car TFT LCD Monitor	item	1.000	154.88	164.00	0.0	EUR	154.88

In the **Quantity** column fill in the number of requested items. Press **Enter** to move on to the **Purchase Price** column and fill in the purchase price of the item. In the **Sale price** column you can fill in the sale price of the item, which will apply for the price group of the partner or the location. Type in the discount for the selected partner in the **Discount** column. Press **Enter** to confirm. The application automatically fills in the **Amount** column. Use the same method to enter data about each requested item.

2.12.3 Auto request

Use the **Auto request** window to automatically create a request or purchase of items, which have below minimum up to nominal or below nominal quantities.



In the **Operation** field select whether to request or to purchase items. In the **Criteria** field select which items will be part of the operation – those below minimum, up to nominal or below nominal quantity.

In the **Items group** field you can select a particular items group, for which the operation will be performed. To select a group click the  button.

Minimum and nominal quantities are additional item parameters. You can define them in the **New Item** window when you create the items list.

In the **Partner** field select the partner, who will deliver the items. In the **Location** field select the location in which the items will be delivered and in the **User** field select the user who will perform the operation. Click **OK** to generate an operation window. The new window will display all items, matching the specified criteria and their quantities will be complemented to minimum or nominal.

2.12.4 Warranty Cards

The **Warranty Cards** operation helps you to issue warranty cards for free post-sale servicing in the event of an item damage.

You can open the **Warranty Cards** window by using keyboard shortcut **Alt+F8**.

	No.	Name	Measure	Quantity	Serial No.	Warranty period
	1	62-Piece 30x/40x/60x/80x Mega Screen Microscope Set	item	1.000	BER1239874	12 months
▶	2	...	item	0.000		

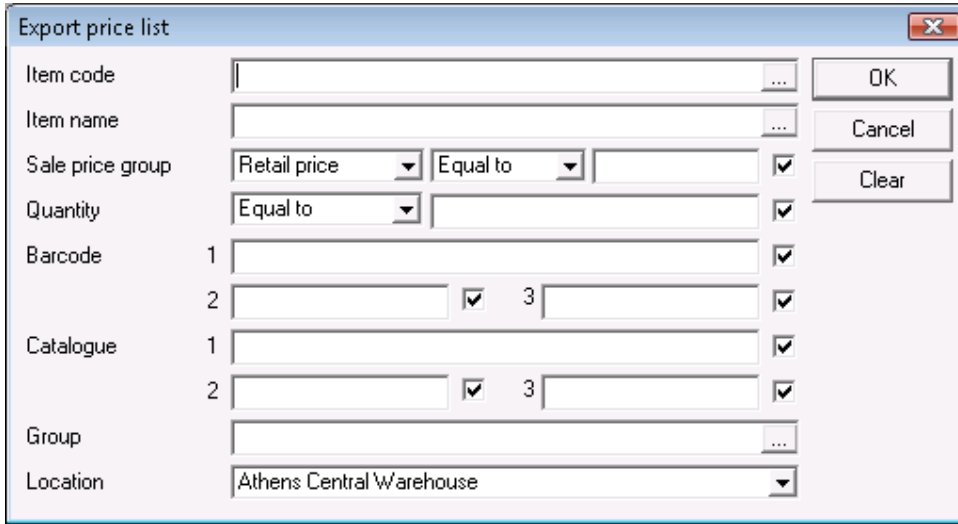
In the **Quantity** column fill in the number of sold items. Press **Enter** to move on to the **Serial Number** column and fill in the serial number of the item. Type in the discount for the selected partner in the Discount column (if it has not been set previously). Press **Enter** to move on to the **Warranty Period** column and fill in the warranty period. Use the same method to enter data about each item, being purchased by the client.

2.12.5 Price List

Use the **Price List** function to create an order to a client in Excel format.

The initial window of the operation contains filtering criteria and fields, which can be added to the price list.

Only fields marked with  are added to the price list.



You can choose a filter for each field by using keyboard shortcut **F4** or by clicking on the  button.

The **Clear** button removes all filters and adds all fields without any restrictions.

Click on the **OK** button to start the operation with the specified criteria. Click on the **Cancel** button to cancel the operation.

If you choose to start the operation, the **Export Price List** window opens. Type a filename and select folder in which to save the list. The default filename is *PriceList.xls* and it is stored in the program directory.

The created **Price List** contains separate help documentation, which will give you details how to use the list.

2.13. Point of Sale

The **Point of Sale** is a highly specialized trade module. It is essentially the same as Sales, but requires detailed data specification and works faster. This facilitates the process and is particularly important in conveyor work – in a store, for example. Quantities of items in the warehouse decrease and company incomes increase.



You can open the **Point of Sale** window by clicking the  icon. To fill in the window do the following:

The **Location** and **User** fields are filled in only once when the corresponding user starts work and they remain filled after the operation is saved. This is done to optimize the work time in the location.

If you are working with lots, you must enter a lot number in the window. In the upper part of the window you can trace the serial number, the best before and production dates and the position of each lot in the warehouse.

2.14. Touch Screen

The **Touch Screen** is a highly specialized trade module, in which you work without a mouse, keyboard and any additional controls. All operations are extremely simplified and are done by touching the screen. The module is essentially the same as **Sales** and it works faster. This facilitates the process and is particularly important in conveyor work – in a store, for example. Quantities of items in the warehouse decrease and company incomes increase.



The **Touch Screen** window (click on the  icon to open it) can be used on Touch Screen monitors and sales can be processed without using the mouse and keyboard. All necessary functional keys are displayed as buttons and can be pressed directly on the monitor.

To fill in the Touch Screen window do the following:

Fill in the items ordered by the customer in the **Name** field. To select an item do one of the following:

- type the initial letters of the item – the field will be filled with the first item, containing the initial letters;
- press the  button in the window;
- type the code of the item in the text field;
- type the barcode of the item in the text field;

In the **Quantity** column fill in the sold quantity. Press **Enter** to confirm. The amount will be automatically filled by the application. Use the same method to enter data about each item purchased by the client. Press the **Finish** button to save the document.

By default, the application uses Default partner as partner or company, purchasing items.

The first location entered in the database is the location from which default quantities are taken. Sales cannot be performed unless such location exists.

The active user is filled in automatically as User.

2.15. Document Transformation

Use the **Document Transformation** window (keyboard shortcut **Ctrl+T**) for quick and easy document type transformation. For example, you can transform a **Request** document into a **Purchase** document or an **Offer** document into a **Sales** document. This allows you to use the system more efficiently. A typical example is when a customer orders items from your company. You create an **Order** document and you can create an **Offer** document to attract the customer. The offer can be created based on the order by using **transformation**. If the customer approves the offer, you can use the **Document Transformation** option again to create a **Proform Invoice** document. The proform invoice can be transformed into a **Sales** document upon payment and then into a **Warranty Card**. You enter document data only once in this process and the other documents are created very quickly

Document No.	Partner	Location	Date	Amount
0000000001	Conseco	Shop Belgrade 1	03.04.2008	136.18
0000000002	Emcor Group	Shop Belgrade 1	03.04.2008	270.50
0000000003	Capital One	Shop Bucharest 1	03.04.2008	85.77
0000000004	Halliburton	Shop Belgrade 1	03.04.2008	682.50
0000000005	Conseco	Shop Bucharest 1	03.04.2008	112.09
0000000006	Emcor Group	Shop Bucharest 1	03.04.2008	470.18
0000000007	Interstate Batteries	Shop Belgrade 2	03.04.2008	202.38
0000000008	Browser Media	Shop Bucharest 2	03.04.2008	988.18
0000000009	Browser Media	Shop Belgrade 2	03.04.2008	237.78
0000000010	Interplay Entertainm...	Shop Bucharest 2	03.04.2008	124.52
0000000011	Doriani	Shop Bucharest 2	03.04.2008	772.44
0000000012	Doriani	Shop Belgrade 2	03.04.2008	235.28
0000000013	Bechtel Corporation	Shop Bucharest 3	03.04.2008	204.50
0000000014	Interplay Entertainm...	Shop Bucharest 3	03.04.2008	333.09

From the drop-down list **Transform from** select the document type you will be transforming and from the drop-down list **to** select the transformed document type.

In the **Sort by** area you can choose how to sort the list of issued documents – by document number, by partner, by date or by amount.

The **Delete source document** is active only for management operations - offer, order, proform invoice and request. If you check this option, the old document will be deleted from the database after the document transformation is completed.

2.16. Note

To open the **Note** window, click on the **Note** button in any operation window. You can use it to add any text to an operation. The note can be an explanation to a column in the operation or can be a supplement to the operation itself.

If **Permanent Note** is checked, the note will be added to all subsequent operations of the same kind, which are performed without closing the window of the corresponding operation. You must enter a new note, if you open a different operation or close and open again the same operation.

2.17. Select Lot

The **Select Lot** window is displayed only when you work with lots.

You can use it to enter quantities of lots in sales, transfer, waste, write-off, consign and debit note operations.

Choose lot

24-Pin DVI-A (Analog) to 15-Pin SVGA Video Adapter

Lot	Price	Serial No.	Best before	Production date	Lot position	Availability	Quantity
A	2.20	POT4568			456814	10.000	
B	2.20	POT4569			456815	10.000	0.000

OK

Cancel

Quick Search

The window contains the following information: name of the lot, item price, item serial number, best before and production dates, the position of each lot in the warehouse, items in stock in each lot and quantity used in the operation.

Use the **Quick Search** option to find lots faster by typing parts of their names.

The **Select Lot** window is displayed when you enter items and quantities in operations. By default, the quantity is allocated by chronology of lots.

3. Edit

3.1 Partners

Use the **Partners** window (keyboard shortcut **Ctrl+P**) to select a partner, to add a new partner and to edit the partners list. To select a partner, click on the corresponding row in the table. Click the **OK** button to confirm. Click the **Cancel** button to exit without selecting a partner.

Partners

Partners

Clients

Deliveries

Code	Company	Contact
48	ABX Air, Inc.	Brian Hall
30	Bechtel Corporation	Thomas Br...
8	Binney Smith	Robert Davis
38	Browser Media	Mark Allen
7	Bulgaria Air	James Moore
45	Capital One	Steven Par...
47	CIGNA	Edward Col...
50	Conseco	Ronald Ev...
41	Costco	George Yo...
5	Domino	Anthony S...
39	Doriani	Donald Nel...
25	Emcor Group	William Th...
6	FileMaker Inc.	Daniel Joh...
29	Global Insight	Joseph Ma...
13	Goodies	David Taylor
43	Halliburton	Kenneth C...
33	Honeywell	Christopher...
19	Ingenuity Software	John Davis
18	Interplay Entertainment	Charles Ha...
10	Interstate Batteries	Michael Mil...

OK

Cancel

Locator

New

Edit

Delete

Print

Sort by

☒ Partner

☐ Code

☐ Contact

Quick search

☐ filter

☒ groups

☐ show all

New - F2 / Edit - F3 / Delete - Del / Locator - F4 / Print - F6

You can use the **New**, **Edit** and **Delete** buttons to add a new partner or to edit and delete an existing one. Before you actually edit or delete an existing partner, you will be prompted to confirm the action. The **Locator** button allows you to perform an extended search for partners by providing a keyword to be used as a match. Use the **Print** button to print the list of partners

In the **Sort by** area you can choose how to sort the list of partners – by company name, by code or by contact person.

The **Quick Search** option allows you to quickly position on a particular partner by typing all or part of his name. If **filter** is checked, the application will display only partners whose names start with the symbols you entered.

If the **groups** option is enabled the structure of the partners groups and subgroups is displayed.

✓ New Partner

Use the **New Partner** window to add new partners to the list.

The 'New partner' dialog box has four tabs: 'Basic Information', 'Additional Information', 'Print information', and 'Groups'. The 'Basic Information' tab is active. It contains the following fields:

- Code: 51 (with a checked 'Auto generate' checkbox)
- Company: Bechtel Corporation
- Contact Name: Thomas Davis
- City: London
- Address: 657 Green Lanes
- Phone: 0871 971 6269
- Fax: 0871 971 5698
- UIC: 130566425
- VAT Number: BG130566425
- State: Enabled (dropdown menu)

At the bottom are 'OK' and 'Cancel' buttons.

Click on the **Basic Information** tab to enter basic details about the partner: code, company, contact name, city, address, phone, fax, UIC and VAT number. If you select **The partner is frequently used, sort before others** in the State field, the partner will appear at the top of the list regardless of his code, name and the

selected sorting order.

Click on the **Additional Information** tab to enter additional details about the partner: e-mail, bank name, BIC, IBAN, bank VAT account, price group, discount partner type and card number.

The price group determines which price list the partner belongs to. You can define up to 10 price groups. Use the **Change Prices** module to define prices.

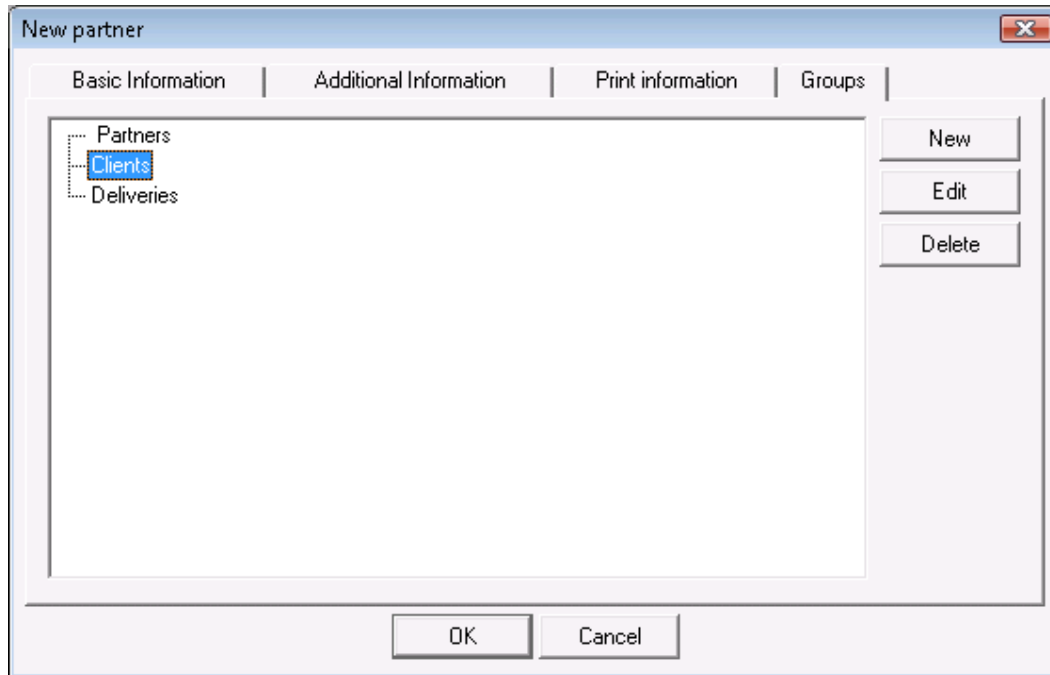
The 'New partner' dialog box has four tabs: 'Basic Information', 'Additional Information', 'Print information', and 'Groups'. The 'Additional Information' tab is active. It contains the following fields:

- e-mail: bechtel@yahoo.com
- Bank name: Barclays Bank Plc
- BIC: UNCRBGSF
- IBAN: BG52UNCR96601002033509
- Bank VAT Account: 9065613601
- Price group: Retail price (dropdown menu)
- Discount: (empty field)
- Type: Client (dropdown menu)
- Card No.: 564564564545

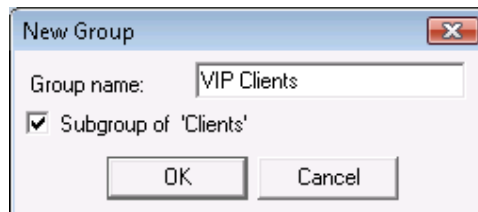
At the bottom are 'OK' and 'Cancel' buttons.

You can specify the **Partner Type** in the last drop-down list: a client, a supplier or not specified.

Click on the **Groups** tab to create a structure of groups and subgroups. The newly added partner will become a part of the currently selected group.



You can add subgroups to already created groups. To do so, select an existing group and click on the **New** button. The new group will become a subgroup of the selected one if ☒ is checked.



To edit a particular group, select it and click the **Edit** button.

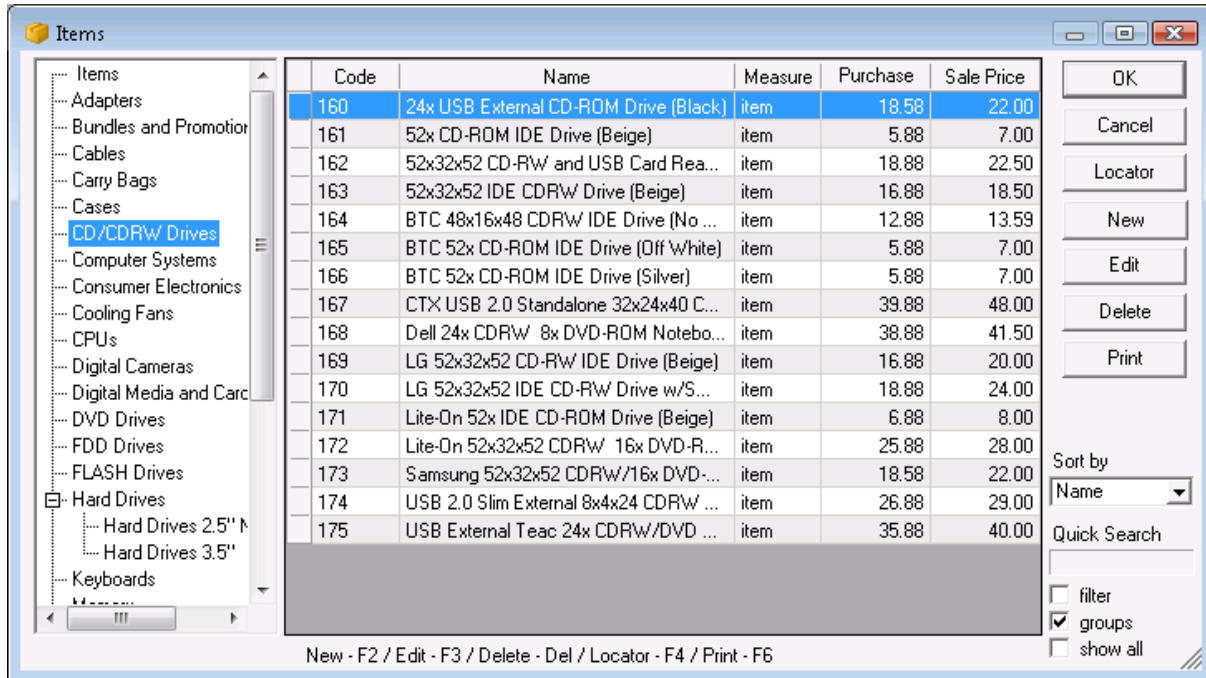
To delete a particular group, select it and click the **Delete** button. You will be prompted to confirm before the actual deletion takes place. You cannot delete any groups that contain partners.

3.2 Items

Use the **Items** window (keyboard shortcut **Ctrl+S**) to select an item, to add a new item and to edit items list. To select an item, click on the corresponding row in the table. Click on the **OK** button to confirm. Click on the **Cancel** to exit without selecting an item.

If you are performing an operation (Sales, Purchases, etc.) and you wish to select more than one item, hold down the **Ctrl** key and click on desired items. You can select adjacent items by holding down the **Shift** key and using the up and down arrow keys.

You can use the **New**, **Edit** and **Delete** buttons to add a new item or to edit and delete an existing one. Before you actually edit or delete an existing item, you will be prompted to confirm the action. You can open the Edit window by double-clicking on the desired item, as well. The **Locator** button allows you to perform an extended search for items by providing a keyword to be used as a match. Use the **Print** button to print the list of items.



In the **Sort by** area you can choose how to sort the list of items – by code, by name, by measure, by purchase price, by sale price or by quantity.

The **Quick Search** option allows you to quickly position on a particular item by typing all or part of its name. If **filter** is checked, the application will display only items whose names start with the symbols you entered.

If the **groups** option is enabled the structure of the items groups and subgroups is displayed.

✓ New Item

Use the **New Item** window to add new items to the list.

Click on the **Basic Information** tab to enter basic details about the item: code, name, barcode, catalogue and description. Click on the  button to enter additional barcodes of the item. Each item can be

New Item

Basic information | Additional | Prices | Groups

Code: 922 ☒ Auto generate

Name: USB 2.0 Slim External 8x4x24 CDRW Drive (Black)

Display name: USB 2.0 Slim External 8x4x24 CDRW Drive (Black)

Barcode: 2000000000268 2000000000269 2000000000270 <-

Catalogue: POT154556 TRE45546 EWR45665

Description:

State: Available

OK Cancel

associated with three catalogue numbers. If you select **Frequently used** in the State field, the item will appear at the top of the list regardless of its code, name and the selected sorting order.

The 'New Item' dialog box has four tabs: 'Basic information', 'Additional', 'Prices', and 'Groups'. The 'Additional' tab is selected. It contains the following fields:

- Basic measure: item (dropdown)
- Ratio: 20 (text input)
- Additional measure: box (dropdown)
- Minimum quantity: 5 (text input)
- Nominal quantity: 10 (text input)
- Type: Standard (dropdown)
- VAT group: Base VAT group (20%) (dropdown)

At the bottom are 'OK' and 'Cancel' buttons.

Click on the **Additional Information** tab to enter additional details about the item: basic measure, transformation ratio, additional measure, minimum quantity, nominal quantity, item type and VAT group. The **Basic Measure** and **Additional Measure** fields are initialized with a list of the most commonly used measure units. You can type a different measure unit in the field and it will be automatically added to the list. **Ratio** determines the correlation between the basic and the additional measure – the number of bottles in a crate or the number of boxes in a stack, for example. **Minimum Quantity** predefines the critical minimum quantity of the item. **Item Type** determines whether the item is "standard" or it has a "fixed price". VAT of items with fixed prices is fixed to retail prices in Sales and Purchases and does not depend on the partner's price group. Selecting an item type allows you to generate grouped reports by type. The **VAT Group** field contains a list of all VAT groups in the application, from which you can select a VAT percent for the item

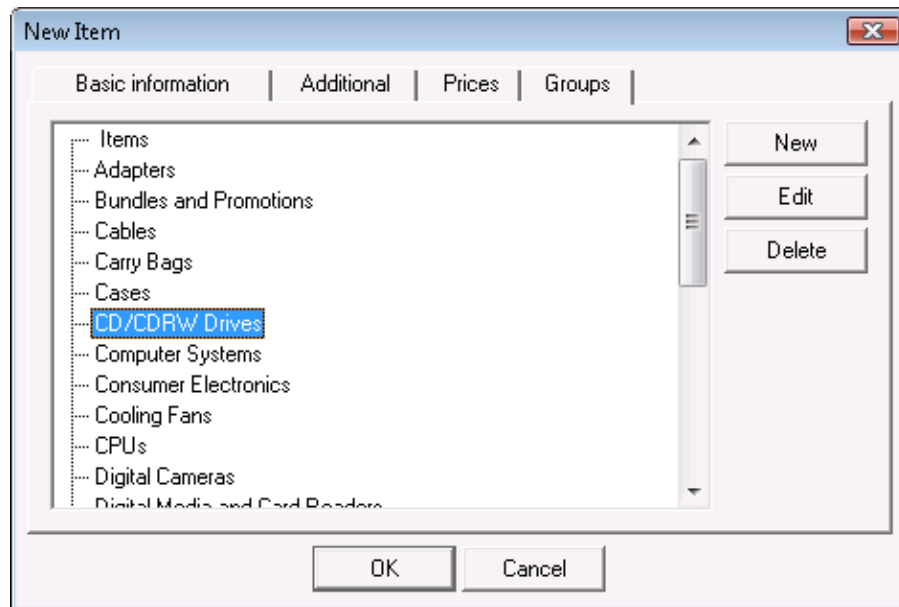
The 'New Item' dialog box has four tabs: 'Basic information', 'Additional', 'Prices', and 'Groups'. The 'Prices' tab is selected. It contains the following fields:

- Wholesale Price: 14.00 (text input)
- Retail Price: 16.00 (text input)
- Price Group 1: 16.10 (text input)
- Price Group 2: 16.15 (text input)
- Price Group 3: 16.20 (text input)
- Price Group 4: 16.21 (text input)
- Price Group 5: 16.23 (text input)
- Price Group 6: 16.30 (text input)
- Price Group 7: 16.33 (text input)
- Price Group 8: 16.40 (text input)

At the bottom are 'OK' and 'Cancel' buttons.

Click on the **Prices** tab to enter all sale prices of the item. You can enter values for Wholesale Price, Retail Price, Price Group 1, Price Group 2, Price Group 3, Price Group 4, Price Group 5, Price Group 6, Price Group 7 and Price Group 8.

Click on the **Groups** tab to create a structure of groups and subgroups. The newly added item will become a part of the currently selected group.



You can add subgroups to already created groups. To do so, select an existing group and click the **New** button. The new group will become a subgroup of the selected one if ☒ is checked.

To edit a particular group, select it and click the **Edit** button.

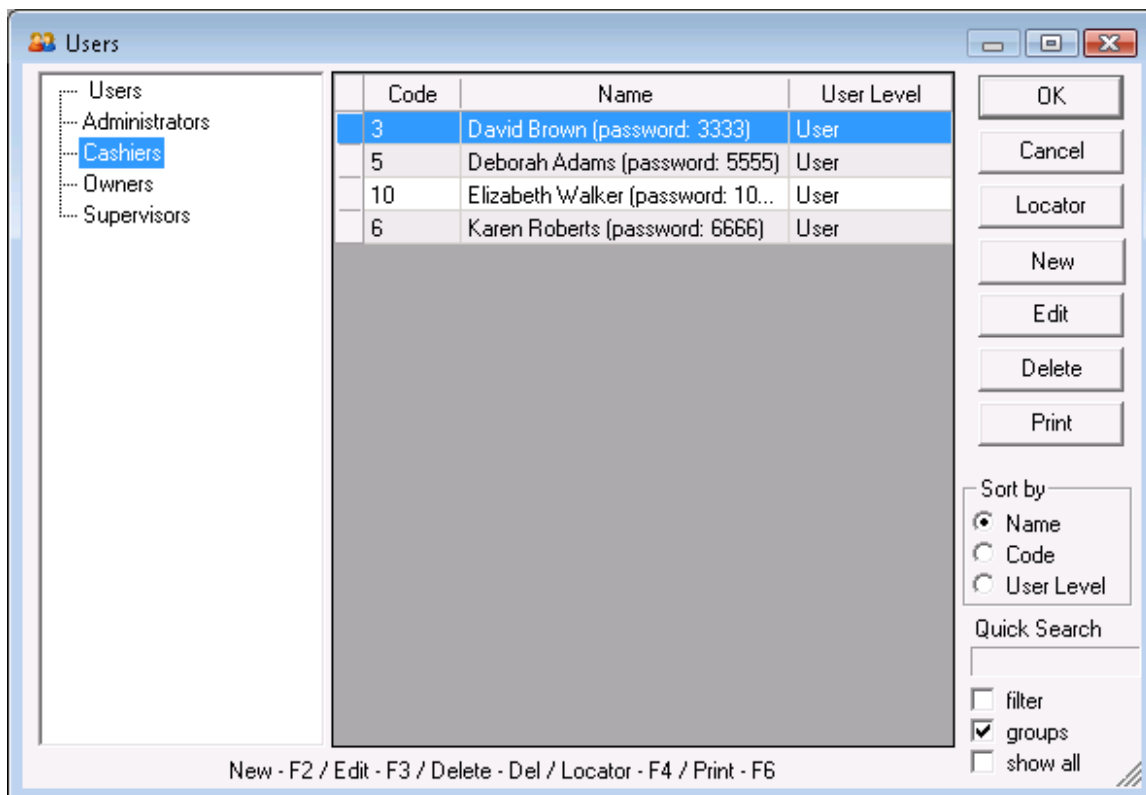
To delete a particular group, select it and click the **Delete** button. You will be prompted to confirm before the actual deletion takes place. You cannot delete any groups that contain items.

3.3 Users

Use the **Users** window to select a user, to add a new user and to edit users lists. To select a user, click on the corresponding row in the table. Click on the **OK** button to confirm. Click **Cancel** to exit without selecting a user.

You can use the **New**, **Edit** and **Delete** buttons to add a new user or to edit and delete an existing one. Before you actually edit or delete an existing user, you will be prompted to confirm the action. The **Locator** button allows you to perform an extended search for users by providing a keyword to be used as a match. Use the **Print** button to print the list of users.

In the **Sort by** area you can choose how to sort the list of users – by name, by code or by user level.



The **Quick Search** option allows you to quickly position on a particular user by typing all or part of his name. If **filter** is checked, the application will display only users whose names start with the symbols you entered.

If the **groups** option is enabled the structure of groups and subgroups of the users list is displayed.

✓ New User

Use the **New User** window to add new users to the list.

The 'New User' window has two tabs: 'Basic Information' and 'Groups'. The 'Basic Information' tab is active, showing the following fields:

- Code: 11 (with 'Auto generate' checkbox checked)
- User name: Jane Smith
- Display name: Jane Smith
- Password: (masked with 'xxxxxx')
- Confirm password: (masked with 'xxxxxx')
- User level: User (dropdown menu)
- Location: Shop Bucharest 2 (dropdown menu)
- Company used: Microinvest Ltd (dropdown menu)
- Card No.: 875465484564
- State: Enabled (dropdown menu)

At the bottom are 'OK' and 'Cancel' buttons.

Click on the **Basic Information** tab to enter basic details about the user: code, user name, password, password confirmation and user level. If you select **The user is frequently used, sort before others** in the State field, the user will appear at the top of the list regardless of his code, name and the selected sorting order.

The first user that is added to the list automatically receives Owner access level. The access level for other users can be selected from a predefined list and may be any of the following: User, Manager, Administrator and Owner.

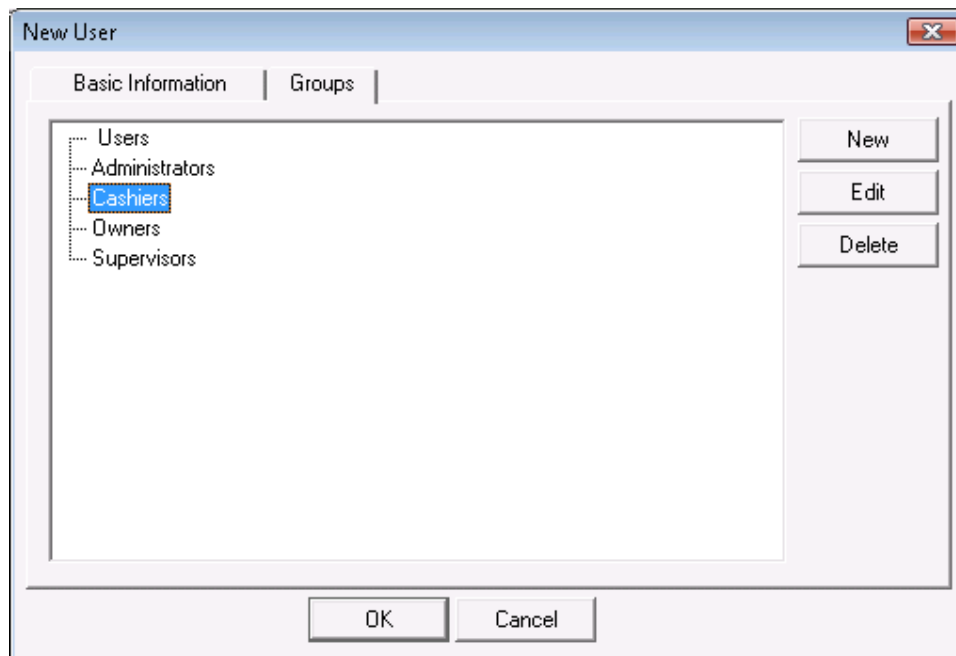
The **Location** field contains a list of all locations in the application. Only owners and administrators can select a location. The **Location** and **User** fields are locked when a user is logged in and all operations for other locations become automatically invisible.

The **Company used** field contains a list of all companies entered in the application. You can choose the name of the company on behalf of which documents will be issued – it can be different from the default company. Documents are issued by the active user and not the one performing the operation.

Click on the **Groups** tab to create a structure of groups and subgroups. The newly added user will become a part of the currently selected group.

You can add subgroups to already created groups. To do so, select an existing group and click the **New** button. The new group will become a subgroup of the selected one if ☒ is checked.

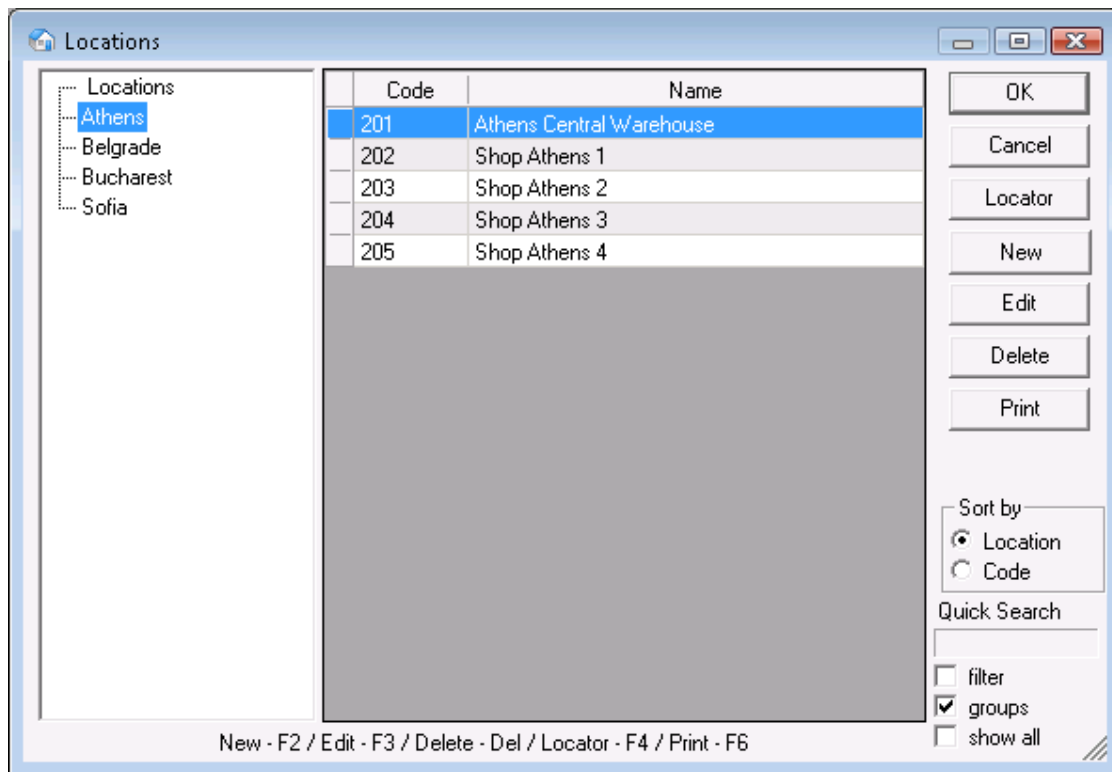
To edit a particular group, select it and click the **Edit** button.



To delete a particular group, select it and click the **Delete** button. You will be prompted to confirm before the actual deletion takes place. You cannot delete any groups that contain users.

3.4 Locations

Use the **Locations** window to select a location, to add a new location and to edit locations list. To select a location, click on the corresponding row in the table. Click the **OK** button to confirm. Click **Cancel** to exit without selecting a location.



You can use the **New**, **Edit** and **Delete** buttons to add a new location or to edit and delete an existing one. Before you actually edit or delete an existing location, you will be prompted to confirm the action. The **Locator** button allows you to perform an extended search for locations by providing a keyword to be used as a match. Use the **Print** button to print the list of locations.

In the **Sort by** area you can choose how to sort the list of locations – by name or by code.

The **Quick Search** option allows you to quickly position on a particular location by typing all or part of its name. If **filter** is checked, the application will display only locations whose names start with the symbols you entered.

If the **groups** option is enabled the structure of groups and subgroups of the locations list is displayed.

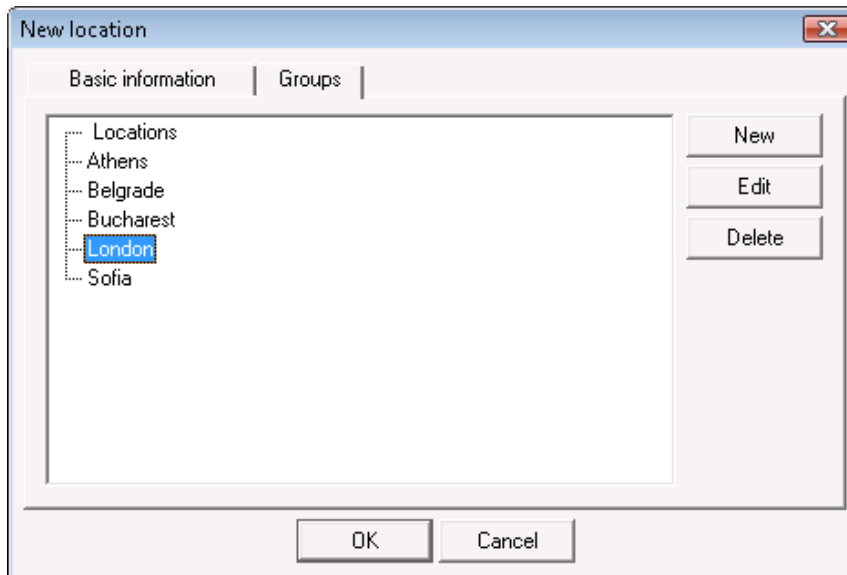
✓ **New Location**

Use the **New Location** window to add new locations to the list.

Click on the **Basic Information** tab to enter basic details about the location: code, name and price group. If you select **The location is frequently used, sort before others** in the State field, the location will appear at the top of the list regardless of its code, name and the selected sorting order.

The **Price Group** determines which price list will be applied to the location, when no price group is specified for the partner. You can define up to 10 price groups. Use the **Change Prices** module to define prices.

Click on the **Groups** tab to create a structure of groups and subgroups. The newly added location will become a part of the currently selected group.



You can add subgroups to already created groups. To do so, select an existing group and click the **New** button. The new group will become a subgroup of the selected one if ☒ is checked.

To edit a particular group, select it and click the **Edit** button.

To delete a particular group, select it and click the **Delete**

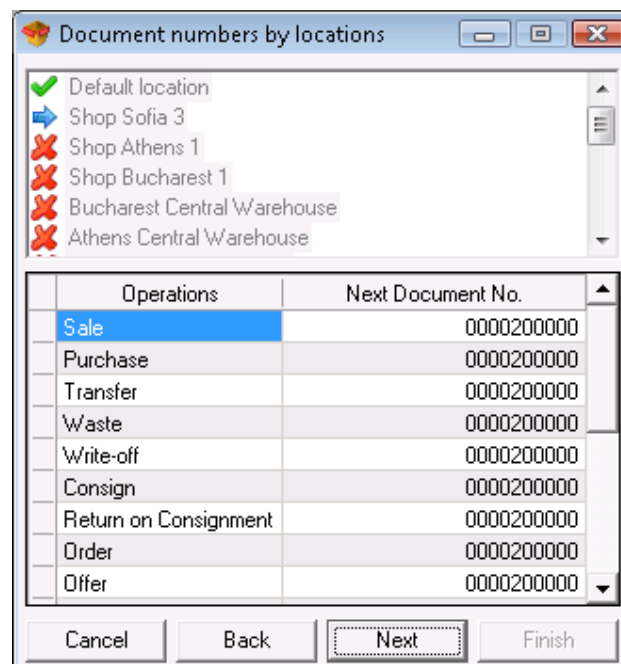
button. You will be prompted to confirm before the actual deletion takes place. You cannot delete any groups that contain locations.

✓ Document Numbers by Locations

Use the **Document Numbers by Locations** window to assign numbers to documents of each location. The window is active when the "Document numeration by locations" option is enabled. To open it, click on the **Numeration** button in the **Locations** window.

By default, the application assigns document numbers at intervals of 100 000 and sorts locations in alphabetic order. The Default location is the last in the list. When you enter a new location, it takes its place in the list. The application will offer you to assign a document number equal to the sum of 100 000 and the first number of the default location. You can edit the next document number, but numbers must be in a sufficiently large interval. The application will display a warning for possible number overlapping in case the interval is less than 100 000.

Note: To prevent confusion in document numbers by locations, enter all locations and then enable the option to assign initial numbers by locations.

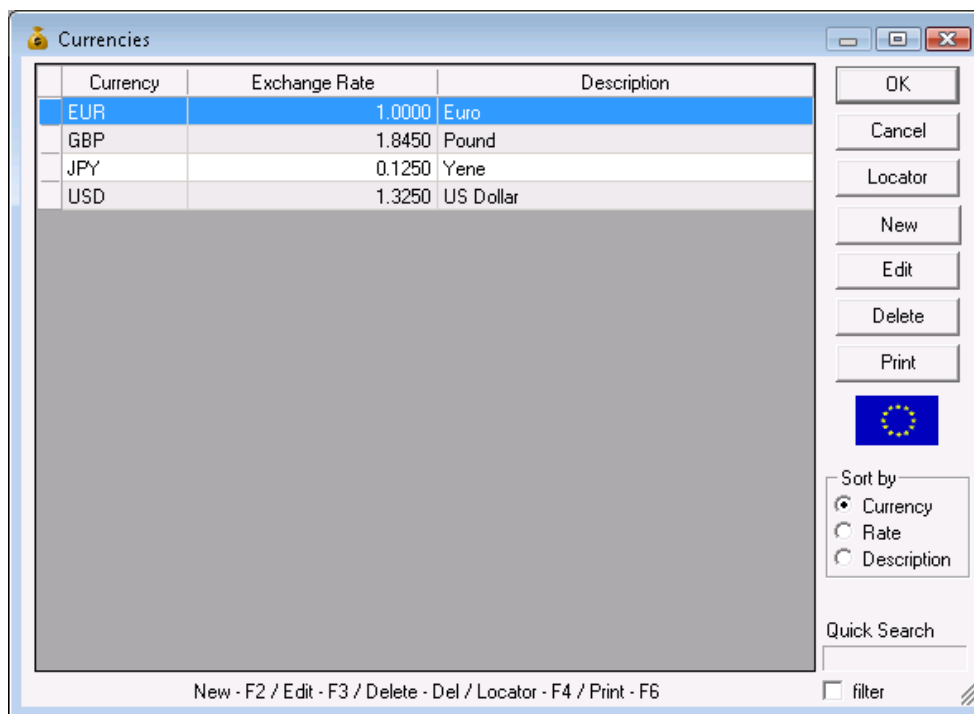


After that you can perform operations.

Click on the **Next** button to move on to the next location. Click on the **Back** button to go back to the previous location. To save changes click on the **Finish** button. Click **Cancel** if you wish to exit without saving changes.

3.5 Currencies

Use the **Currencies** window to select a currency, to add a new currency or to edit the list of currencies.



You can use the **New**, **Edit** and **Delete** buttons to add a new currency or to edit and delete an existing one. Before you actually edit or delete an existing currency, you will be prompted to confirm the action. The **Locator** button allows you to perform an extended search for currencies by providing a keyword to be used as a match. Use the **Print** button to print the list of currencies.

In the **Sort by** area you can choose how to sort the list of currencies –by name, by exchange rate or by description.

The **Quick Search** option allows you to quickly position on a particular currency by typing all or part of its name. If **filter** is checked, the application will display only currencies whose names start with the symbols you entered.

✓ New Currency

Use the **New Currency** window to add new currencies to the list.

The screenshot shows a window titled "New currency" with a "Basic information" tab. It contains three input fields: "Currency:" with the value "EUR", "Exchange rate:" with the value "1.0000", and "Description:" with the value "Euro". At the bottom are "OK" and "Cancel" buttons.

Fill in the currency name and exchange rate in the first two fields. The Description field is optional.

3.6 VAT Groups

Use the **VAT Groups** window to add a new VAT group or to edit the list of VAT groups.

The screenshot shows the 'VAT Groups' window with a table of VAT groups and a set of control buttons on the right.

Code	Name	Value (%)
1	Base VAT group	20.00
4	Fara TVA	0.00
2	TVA B 9 procent	9.00
3	TVA C 0 procent	0.00

Buttons on the right: OK, Cancel, Locator, New, Edit, Delete, Print.

Sort by options: Code (selected), Name, Value.

Quick Search: []

☐ filter

Footer: New - F2 / Edit - F3 / Delete - Del / Locator - F4 / Print - F6

You can use the **New**, **Edit** and **Delete** buttons to add a new VAT group or to edit and delete an existing one. Before you actually edit or delete an existing VAT group, you will be prompted to confirm the action. The **Locator** button allows you to perform an extended search for VAT groups by providing a keyword to be used as a match. Use the **Print** button to print the list of VAT groups.

In the **Sort by** area you can choose how to sort the list of VAT groups – by code, by name or by value.

The **Quick Search** option allows you to quickly position on a particular VAT group by typing all or part of its name. If **filter** is checked, the application will display only VAT groups whose names start with the symbols you entered.

✓ New VAT Group

Use the **New VAT Group** window to add new VAT groups to the list.

Fill in the code, name and value (%) of the VAT group in the text fields.

The screenshot shows the 'New VAT group' window with the following fields:

- Code: 5
- Name: TVA D 7 %
- Value (%): 7

Buttons at the bottom: OK, Cancel.

3.7 Items Locator

Use the **Locator** window to search items by any symbol or by a combination of symbols. Click on the **Search** button to perform the search in all items in the lists. Matching symbols are colored in red.

The Locator window displays a search results table with the following data:

Code	Company	Display company	Contact Name	Display contact Name	City	Display city	Address
8	Binney Smith	Binney Smith	Robert Davis	Robert Davis			
13	Goodies	Goodies	David Taylor	David Taylor			
19	Ingenuity Software	Ingenuity Software	John Davis	John Davis			
51	Bechtel Corporation	Bechtel Corporation	Thomas Davis	Thomas Davis	London	London	657 Green Le

The search term 'dav' is entered in the search bar, and the Search button is visible. The OK and Cancel buttons are at the bottom.

To find the group containing the item, select the corresponding row and click on the **OK** button.

Click on the **Cancel** button to exit the **Locator**.

3.8. Payments

Use the **Payments** window (keyboard shortcut **Ctrl+F11**) to view or perform payment operation based on an already issued document.

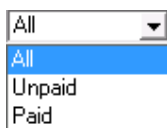
The Payments window displays a table with the following data:

Document	Invoice No.	Operation	Partner	Balance
0000000001		Purchase	Bulgaria Air	0.00
0000000001		Sale	Costco	3.50
0000000002		Purchase	Binney Smith	0.00
0000000003		Purchase	ADC Telecommunications	0.00

The OK button is at the top right. Below the table, there are buttons for Payment, Group payment, Edit, and Notice. A Sort by section includes radio buttons for Document (selected), Invoice No., Operation, Partner, and Balance. A Quick Search section has a text input field and a dropdown menu set to All. A filter checkbox is at the bottom right. The status bar at the bottom indicates 'OK - Enter / F2 - Payment'.

In the **Sort by** area you can choose how to sort the list of documents – by document number, by invoice number, by operation, by partner or by balance.

The **Quick Search** option allows you to quickly position on a particular document by typing all or part of the partner's name or by typing all or part of the document number. If **filter** is checked, the application will display only documents of partners whose names start with the symbols you entered or only documents with the corresponding number.



In the _____ drop-down list you can choose whether to view all documents or only paid or unpaid ones.

To perform a payment operation, select the desired document and click on the **Payment** button.

You can register payment of the whole amount or part of it. The number of partial payments related to a given document is unlimited.

In the Payment window you can specify the payment type: cash, cheque, credit card, voucher. You can specify an end date of the payment. If the **Print payment document** option is enabled, the payment will be printed out.

Click the **Group payment** button for payment of all unpaid documents of the same type for a specific partner. Select an operation and a partner and click **Group payment**. You can pay the whole amount or part of it. The amount will be distributed following the order of the documents.

Click on the **Edit** button to edit a payment. You can change payment due dates and amounts. You can print the document as well.

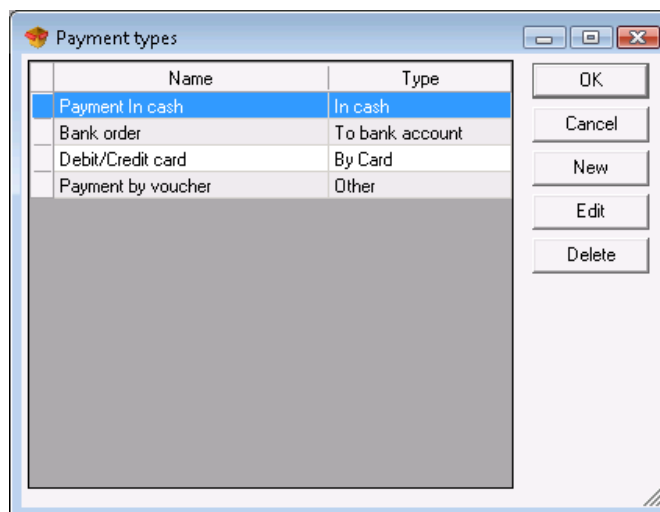
Documents paid in cash (full or partial payments) are automatically registered in the **Cash Ledger**.

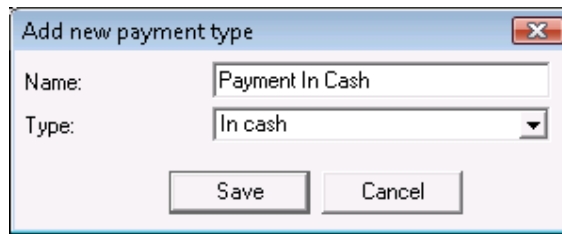
To trace all payments of a particular partner, that are overdue, select any document of this partner and click on the **Notice** button. In the **Notice** window you can specify a filename and folder in which to save the notice. By default, the filename is *Due_Notice.xls* and is saved in the application folder. The file contains all payments of the partner that are overdue.

3.9 Payment Types

Use the **Payment Types** window to enter a new payment type or to edit or delete an existing one.

Click the **New** button to add a new payment type. In the **Name** field fill in the name of the payment and in the **Type** field select the payment type: *In cash*, *To bank account*, *By card* or *Other*.





A dialog box titled "Add new payment type" with a close button (X) in the top right corner. It contains two input fields: "Name:" with the text "Payment In Cash" and "Type:" with a dropdown menu showing "In cash". At the bottom are "Save" and "Cancel" buttons.

To edit a payment type, select the corresponding row and click the **Edit** button.

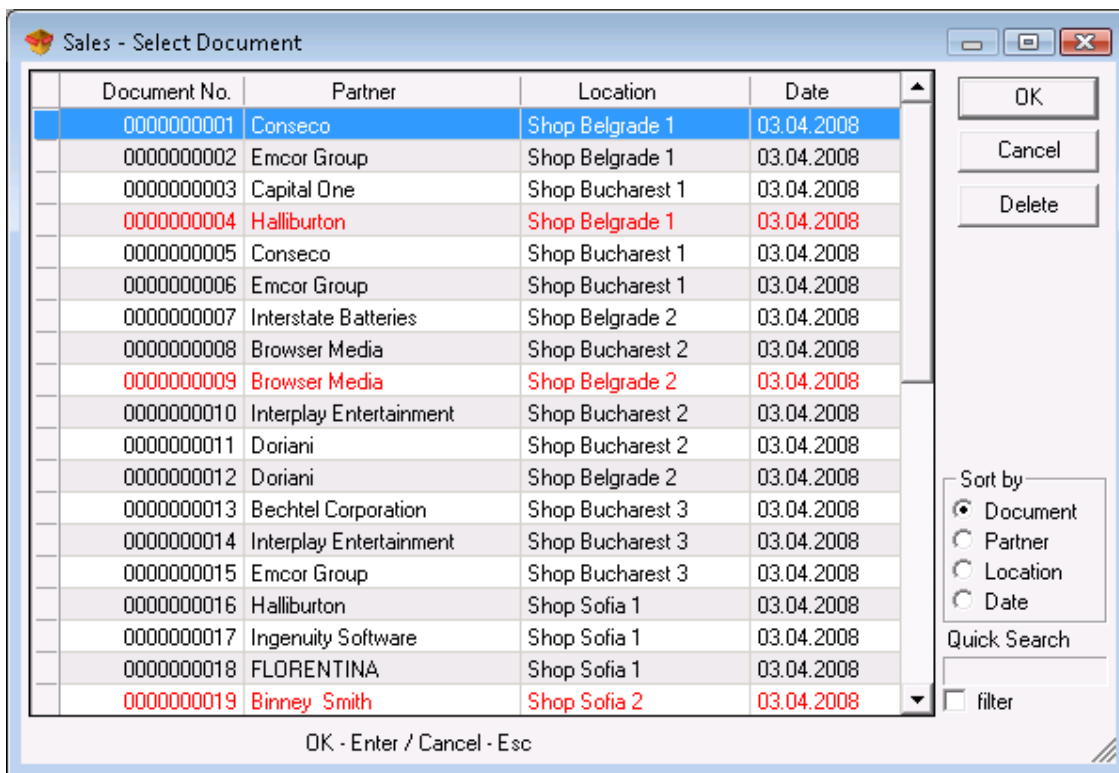
To delete a payment type, select the corresponding row and click the **Delete** button or press the *Delete* key.

The default payment types (**Cash**, **Cheque**, **Credit Card** and **Voucher**) cannot be deleted or edited.

3.10 Documents

✓ Edit Documents

Use the windows for **selection of documents** to edit or delete an already performed operation.



A window titled "Sales - Select Document" with a table of document data. The table has columns: Document No., Partner, Location, and Date. The first row is selected. To the right of the table are buttons for "OK", "Cancel", and "Delete". Below these is a "Sort by" section with radio buttons for "Document", "Partner", "Location", and "Date". Below that is a "Quick Search" section with a text input field and a "filter" checkbox. At the bottom, it says "OK - Enter / Cancel - Esc".

Document No.	Partner	Location	Date
0000000001	Conseco	Shop Belgrade 1	03.04.2008
0000000002	Emcor Group	Shop Belgrade 1	03.04.2008
0000000003	Capital One	Shop Bucharest 1	03.04.2008
0000000004	Halliburton	Shop Belgrade 1	03.04.2008
0000000005	Conseco	Shop Bucharest 1	03.04.2008
0000000006	Emcor Group	Shop Bucharest 1	03.04.2008
0000000007	Interstate Batteries	Shop Belgrade 2	03.04.2008
0000000008	Browser Media	Shop Bucharest 2	03.04.2008
0000000009	Browser Media	Shop Belgrade 2	03.04.2008
0000000010	Interplay Entertainment	Shop Bucharest 2	03.04.2008
0000000011	Doriani	Shop Bucharest 2	03.04.2008
0000000012	Doriani	Shop Belgrade 2	03.04.2008
0000000013	Bechtel Corporation	Shop Bucharest 3	03.04.2008
0000000014	Interplay Entertainment	Shop Bucharest 3	03.04.2008
0000000015	Emcor Group	Shop Bucharest 3	03.04.2008
0000000016	Halliburton	Shop Sofia 1	03.04.2008
0000000017	Ingenuity Software	Shop Sofia 1	03.04.2008
0000000018	FLORENTINA	Shop Sofia 1	03.04.2008
0000000019	Binney Smith	Shop Sofia 2	03.04.2008

In the first window select the document you wish to edit and click the **OK** button. If you wish to delete the entire document, click the **Delete** button.

In the **Sort by** area you can choose how to sort the list of issued documents – by number, by partner, by location or by date.

The **Quick Search** option allows you to quickly position on a particular document by typing its number or by typing all or part of the partner's name. If **filter** is checked, the application will display only documents of partners whose names start with the symbols you entered.

The **Partner** field allows you to edit the client/company name. You can type a name or choose one from a list. Press the **F4** key or click the  button on the form to visualize the list.

The **Location** field allows you to edit the name of the location from which the items were taken. You can type a name or choose one from a list. Press the **F4** key or click the  button on the form to visualize the list.

The **Operator** field allows you to edit the name of the user who has performed the operation. You can type a name or choose one from a list. Press the **F4** key or click the  button on the form to visualize the list.

The **Name** field allows you to edit the name of a particular item. You can type a name or choose one from a list. Press the **F4** key or click the  button on the form to visualize the list. To add a new item add a new row to the list by pressing the **Enter** key.

You can type a new value in the **Quantity** field if you wish to modify the current entry.

To remove a particular row from the document, change its quantity to zero. To delete the entire document, set all quantities to zero.

Double-click on the document's issue date to modify the current value. The **Calendar** window will pop up. You can choose a new date by double-clicking it or by clicking the **OK** button. When you close the **Calendar** the selected date will replace the old one in the **Edit** window.

Press the **F9** key or click the **Save** button to save all changes.

✓ **Edit Production**

Production and complex production cannot be edited. They can only be deleted.

✓ **Edit Consign**

In the **Consign**, **Sale** on **Consignment** and **Return on Consignment** operations you can edit only the user who has performed the operation, as well as the items quantity.

✓ **Edit Stocktaking**

You can type a new value in the **Difference** field if you wish to modify the current entry. You must enter the difference between the old quantity and the quantity entered in stocktaking.

When you are editing stocktaking you can change prices of items. This operation deletes the old prices and saves the new ones. When you are working with lots you cannot change prices, because the edited row would be considered a new lot.

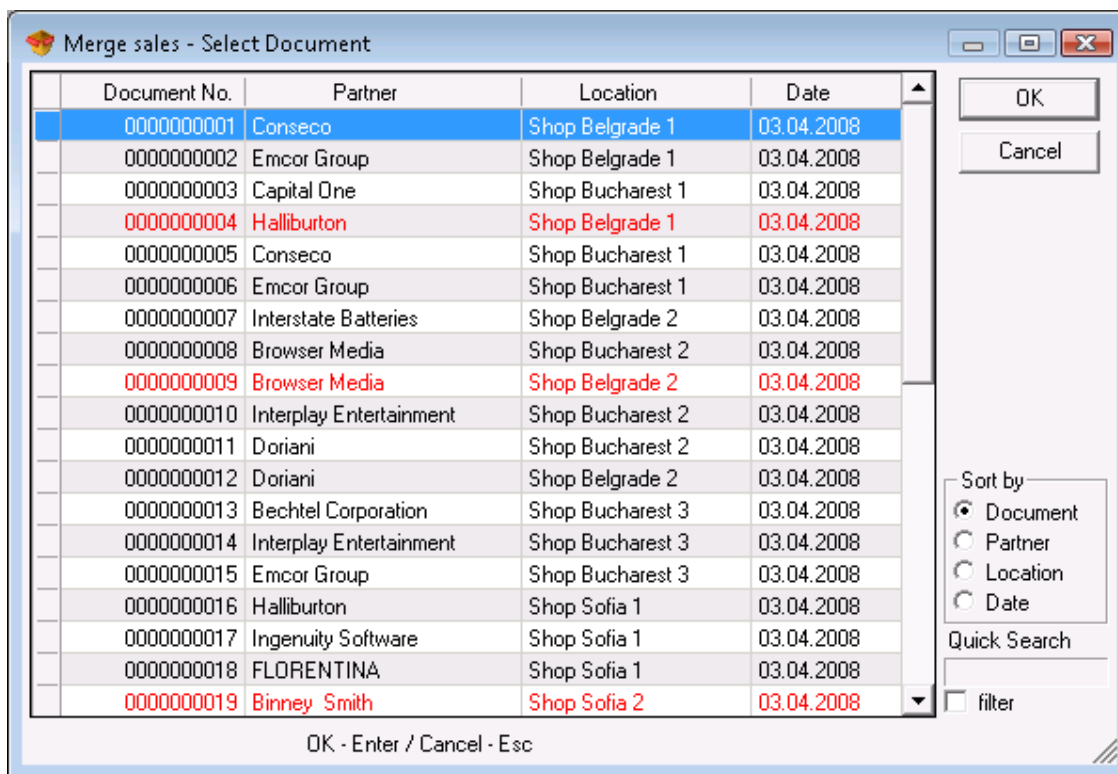
Warning!

Editing of prices and discounts affects only the current document. This does not change prices of items!

Note: You can edit sales documents, purchase documents, debit notes and credit notes only in case invoices have not been issued for them.

3.11 Merge Documents

Use the **Merge Sales** and **Merge Consignments** windows to merge two or more documents.



If you wish to select more than one document, hold down the **Ctrl** key and click on desired documents. You can select adjacent documents by holding down the **Shift** key and using the up and down arrow keys. The merged document is saved under the largest number of all documents and has the date of the last issued document.

Sales documents that are invoiced are colored in red. If you wish to merge an invoiced document, you must void its invoice first.

Note: Documents can be merged only if they are issued to the same partner and for the same location.

3.12 Reprint Documents

You can use the reprint windows to reprint existing operations.

In the **Select Document** window select the document you wish to reprint and click **OK**.

After you select the document that will be reprinted, you will be prompted to confirm your choice. You will be able to preview or directly print the document, depending on your Print Settings.

✓ Preview Document

Use the buttons in the upper left corner to select, zoom and export documents.

Click the  button to go to the first page.

Click the  button to go to the previous page.

Click the  button to go to the next page.

Click the  button to go to the last page.

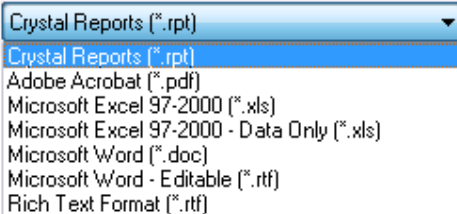
Click the  button to print the document.

Click the  button to refresh the document in case it has been changed by another user.

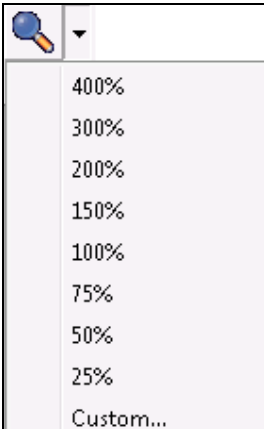
Click the  button to export the document in one of the following formats: Adobe Acrobat, Excel, Word or Rich Text Format.

To export the document, you must enter a filename and select the desired format.

File name:

Save as type: 

- Crystal Reports (*.rpt)
- Crystal Reports (*.rpt)
- Adobe Acrobat (*.pdf)
- Microsoft Excel 97-2000 (*.xls)
- Microsoft Excel 97-2000 - Data Only (*.xls)
- Microsoft Word (*.doc)
- Microsoft Word - Editable (*.rtf)
- Rich Text Format (*.rtf)



- 400%
- 300%
- 200%
- 150%
- 100%
- 75%
- 50%
- 25%
- Custom...

Click the button to zoom the document from 25% to 400%.

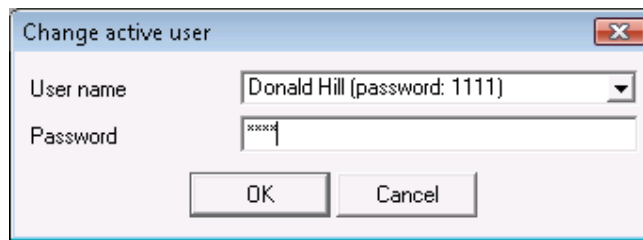
Click the  button to exit.



3.13 Administration

3.13.1 Change Active User

Use the **Change Active User** window (keyboard shortcut **Ctrl+O**) to change the user currently logged in the application. Select a user name from the drop-down list **User name** and enter a valid password in the **Password** field.

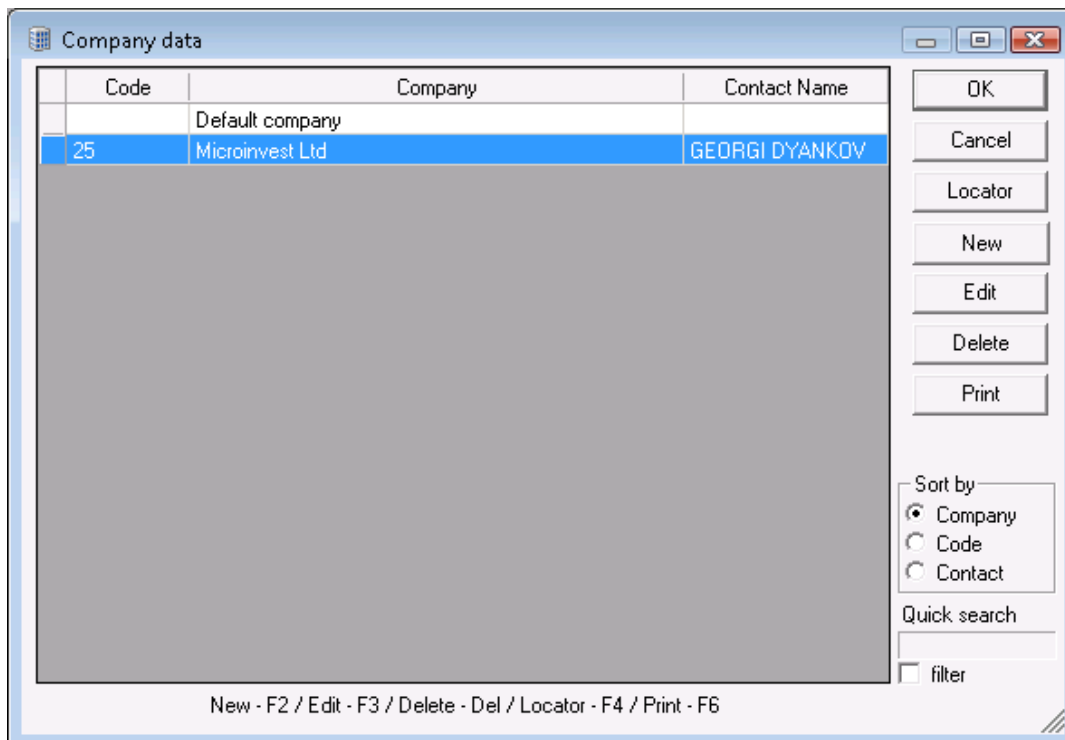


Click **OK** to confirm.

The application logs in the new user and automatically turns on his personal settings.

3.13.2 Input Company Data

Use the **Input Company Data** window to enter data about companies, on behalf of which documents will be issued.

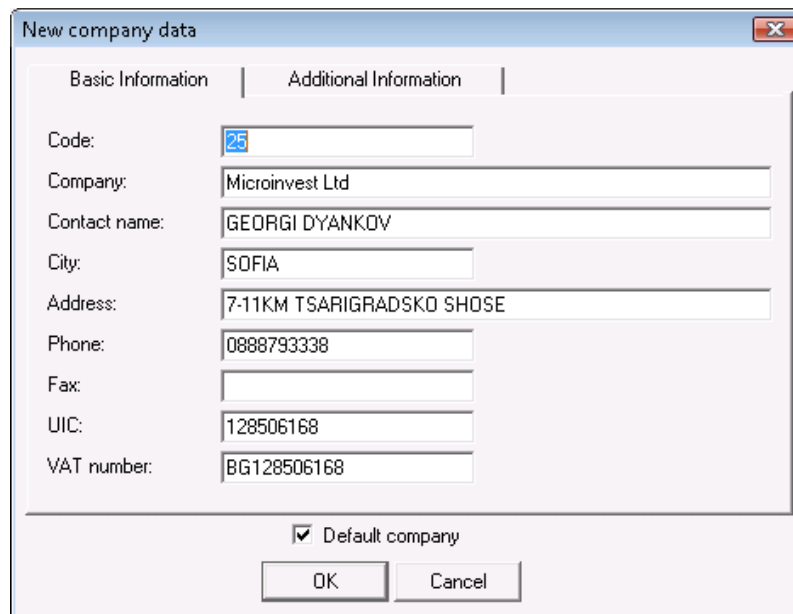


In the **Sort by** area you can choose how to sort the list of locations – by company, by code or by contact name.

The **Quick Search** option allows you to quickly position on a particular location by typing its number or by typing all or part of its name. If **filter** is checked, the application will display only locations whose names start with the symbols you entered.

The **Locator** button allows you to search company data by entering a keyword.

Use the **New** button to enter a new location.



The 'New company data' dialog box has two tabs: 'Basic Information' and 'Additional Information'. The 'Basic Information' tab is active. It contains the following fields:

- Code: 25
- Company: Microinvest Ltd
- Contact name: GEORGI DYANKOV
- City: SOFIA
- Address: 7-11KM TSARIGRADSKO SHOSE
- Phone: 0888793338
- Fax: (empty)
- UIC: 128506168
- VAT number: BG128506168

At the bottom, there is a checkbox labeled 'Default company' which is checked. Below the checkbox are 'OK' and 'Cancel' buttons.

When **Default Company** is checked, the current company becomes active and is colored in blue. All documents will be issued on behalf of this company. The name of the default company is visualized in the **Status Bar** after you close the **Input Company Data** window.

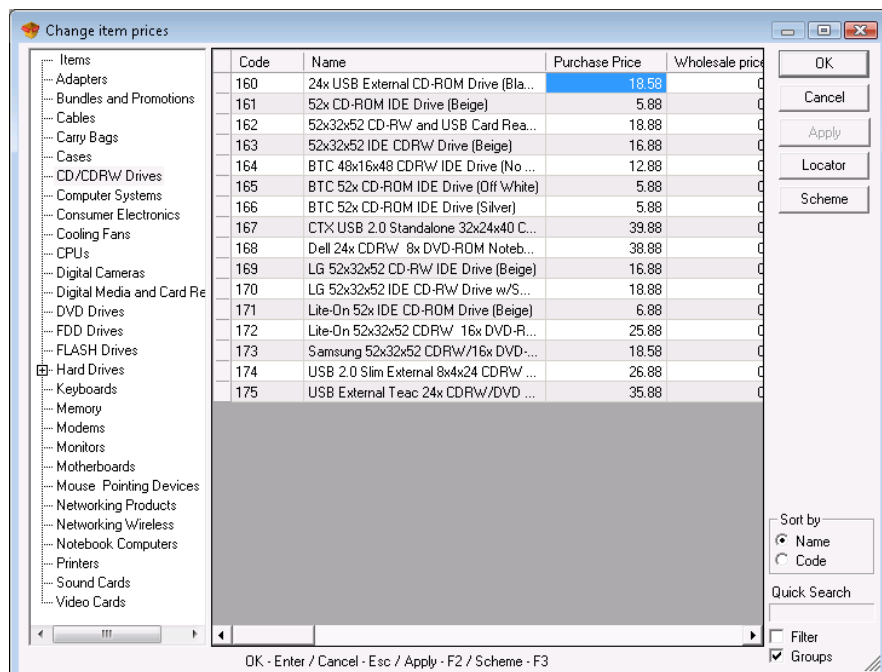
Use the **Edit** button to edit data of an existing location

Use the **Delete** button to delete a selected location. You cannot delete a location in case operations have been performed in it.

Use the **Print** button to print data of an existing location.

3.13.3 Change prices

Use the **Change Prices** window (keyboard shortcut **Ctrl+R**) to initially enter or edit sale prices in all price groups. The prices entered are the same for all locations. The different price groups refer to customers, for which a price group has been defined (By default, **Retail prices** are applied to customers, for which no price group has been defined).



The 'Change item prices' window displays a list of items on the left and a table of prices on the right. The table has columns for Code, Name, Purchase Price, and Wholesale price. The 'Purchase Price' column is highlighted in blue.

Code	Name	Purchase Price	Wholesale price
160	24x USB External CD-ROM Drive (Bla...	18.58	0
161	52x CD-ROM IDE Drive (Beige)	5.88	0
162	52x32x52 CD-RW and USB Card Rea...	18.88	0
163	52x32x52 IDE CDRW Drive (Beige)	16.88	0
164	BTC 48x16x48 CDRW IDE Drive (No ...	12.88	0
165	BTC 52x CD-ROM IDE Drive (Off White)	5.88	0
166	BTC 52x CD-ROM IDE Drive (Silver)	5.88	0
167	CTX USB 2.0 Standalone 32x24x40 C...	39.88	0
168	Dell 24x CDRW/ 8x DVD-ROM Noteb...	38.88	0
169	LG 52x32x52 CD-RW IDE Drive (Beige)	16.88	0
170	LG 52x32x52 IDE CD-RW Drive w/S...	18.88	0
171	Lite-On 52x IDE CD-ROM Drive (Beige)	6.88	0
172	Lite-On 52x32x52 CDRW/ 16x DVD-R...	25.88	0
173	Samsung 52x32x52 CDRW/16x DVD-...	18.58	0
174	USB 2.0 Slim External 8x4x24 CDRW/...	26.88	0
175	USB External Teac 24x CDRW/DVD ...	35.88	0

On the right side of the window, there are buttons: OK, Cancel, Apply, Locator, and Scheme. At the bottom right, there is a 'Sort by' section with radio buttons for 'Name' (selected) and 'Code', and a 'Quick Search' section with a 'Filter' checkbox and a 'Groups' checkbox.

Click the **Apply** button to save changed prices. Click **Cancel** to exit without saving changes.

The 'Price scheme' dialog box illustrates the calculation of 'Sale Price 1' from a 'Purchase Price'. The flow is as follows:

- Purchase Price:** 18.58
- % extra price:** 0.00 (indicated by a right-pointing arrow from Purchase Price)
- Sale Price 1:** 18.58 (indicated by a right-pointing arrow from % extra price)
- Price Group 2:** A dropdown menu currently showing 'Price Group 2'.
- % appreciation (bottom left):** 0.00
- Price Group 2 (bottom center):** 18.58 (indicated by a left-pointing arrow from the bottom right % appreciation field)
- % appreciation (bottom right):** 0.00 (indicated by a downward-pointing arrow from Sale Price 1)

Buttons on the right: OK, Cancel, Apply.

Click on the **Scheme** button to enter the appreciation percent for the selected price group.

You can enter the appreciation percents for the *Purchase price* and *Wholesale price* in the **Price Scheme** window, thus obtaining prices of selected price groups.

3.13.4 Revaluation

Use the **Revaluation** window to automatically change prices of items and services. To change prices of a particular item or group of items, select the corresponding fields by clicking on the button or by pressing the **F4** key. Check **Subgroups** if you wish to include the items from the subgroups of the selected group. Select a revaluation scheme by doing the following:

- Select prices, which will be changed.
- Define the type of change - "Added to", "Multiplied by", "Subtracted by" or "Divided by".
- Enter the numeric value of the revaluation in the corresponding field.

The 'Items Revaluation' dialog box is configured as follows:

- Action:**
 - Wholesale price (selected)
 - Retail price
- Operator:** =
- Added to:** Added to (selected), 1 (value)
- Buttons:** OK, Cancel, Apply, Round
- Group:** DVD Drives (selected)
- Subgroups:** ☐ Subgroups
- Item:** LG 16x USB 2.0 DL External DVD±RW/RAM C ...
- Apply revaluation to items in stock:** ☒

Click the **Apply** or **OK** button to save changes. Click **Cancel** to exit without saving changes.

The application allows you to perform **revaluation during operation**. In this case you can change only the sale and purchase prices of the items, which are part of the operation.

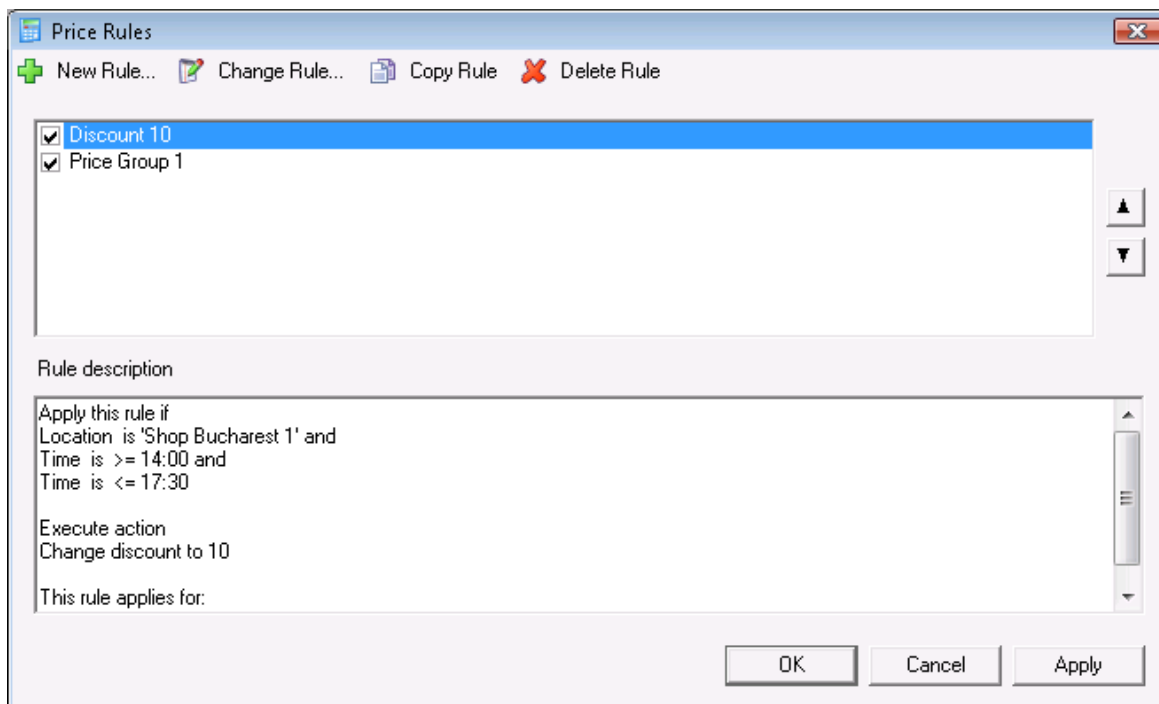
Check **Apply revaluation to items in stock** to change prices of other items or price groups. Prices will change automatically. Click the **OK** button to save changes for all items in stock.

3.13.5 Price Rules

Use the **Price Rules** window to enter rules about particular actions, depending on the sales case.

You should use the **Price Rules** window only to create rules. To apply them, you must save the *Sales* operation.

To activate work with price rules, you must make the corresponding changes in Operation Settings.



Click the **New Rule** button to create a rule. The **Price Rules Wizard** will open. Select a rule condition by double-clicking it. A separate window, where you can enter criteria, opens up for each condition. The rules will be applied only if the selected conditions are fulfilled. You can choose between the following conditions: partner, partners group, location, locations group, user, users group, item, items group, time period in hours, time period by dates, document amount, partner's turnover, document quantity and amounts due by partner, days of the week, unpaid amount with expired due date, content of item in the operation, content of item of group in the operation.

After you select a condition, click the **Next** button to move on to the next step.

Price Rules Wizard

Step 1: Select condition(s)

- ☐ Partner
- ☐ Partner group
- ☐ Location
- ☒ Location group
- ☐ User
- ☐ User group
- ☐ Item
- ☐ Item group
- ☐ Hour
- ☐ Date
- ☐ Document amount
- ☐ Turnover
- ☐ Item quantity in operation
- ☐ Amount due by partner

Price rule preview

Apply this rule if
group is 'Belgrade'

This rule applies for:
All

Cancel < Back Next > Finish

Step 2 contains actions, which will be done, if the conditions from *Step 1* are fulfilled. To select an action double-click on it and enter the criteria.

Price Rules Wizard

Step 2: Select action

- ☐ Stop operation
- ☐ Stop price rules
- ☐ Message
- ☐ Send e-mail
- ☐ Add item on promotion
- ☒ Change price
- ☐ Change discount

Price rule preview

Apply this rule if
group is 'Belgrade'

Execute action
Change price to Last sale price of a partner

This rule applies for:
All

Cancel < Back Next > Finish

You can choose between the following actions:

- *Stop operation* – stop the sales operation if, for example, you do not wish to sell items to a partner whose liabilities are too many;
- *Stop price rules* - if more than one price rule is active, this rule stops all other rules with lower priority and they are not executed;
- *Message* - display a message, notifying you of certain conditions. The message can contain any text you enter from the keyboard;
- *Send e-mail* - send an e-mail to a specified address;
- *Add item on promotion* - add an item at promotional price to each item used in the operation. You can select the quantity and the promotional price of the item;
- *Change price* - change prices of all items used in the operation to a set value, to prices from a price group or to the last sale price for the partner;
- *Change discount* - change discount of all items used in the operation.

After you select an action, click the **Next** button to move on to the next step. Click the **Back** button in case you want to go back and edit a condition.

Price Rules Wizard

Step 3: Select exception(s)

- ☒ Partner
- ☐ Partner group
- ☐ Location
- ☐ Location group
- ☐ User
- ☐ User group
- ☐ Item
- ☐ Item group

Price rule preview

Apply this rule if
group is 'Belgrade'

Execute action
Change price to Last sale price of a partner

Except if
Partner not is 'Binney Smith'

This rule applies for:
All

Cancel < Back Next > Finish

You can set exceptions to the rule in *Step 3* of the **Price Rules Wizard**. This step is optional.

You can choose between the following exceptions: partner (for example, if the partner belongs to a group, but is not a particular partner of this group); partner group (for example, if the partner belongs to a particular group, but not to a subgroup of this group); location; location group; user; user group; item and item group.

Click again **Next** to move on to the next step.

The image shows a 'Price Rules Wizard' dialog box, Step 4: Specify additional information. The window has a title bar with a wizard icon and a close button. The main area is divided into several sections: 'Specify a name for this rule' with a text input field containing 'Last sale price of a partner'; 'This rule applies for:' with a list box containing 'Sale', 'Consign', and 'Purchase', all of which are checked; 'Rule options' with a checked checkbox 'Turn on this rule'; and 'Price rule preview' which contains a summary of the rule: 'Apply this rule if group is 'Belgrade'', 'Execute action Change price to Last sale price of a partner', 'Except if Partner not is 'Binney Smith'', and 'This rule applies for: All'. At the bottom, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

Enter rule name and status in *Step 4*.

Click the **Finish** button to add the rule in the **Price Rules** window.

You can edit rules in the **Change Rule** window by following steps one through four.

To copy a rule, select it from the list and click on the **Copy Rule** button. This will open the **Price Rules Wizard**. You can change the conditions and criteria of the rule if necessary by following steps one through four. To leave the rule unchanged, just click the **Next** button.

Use the **Delete Rule** button to delete a rule. Select the rule and click on the button. You will be prompted to confirm before the actual deletion takes place.

Use the arrow buttons to sort rules by priority.

Only checked rules are active and will be executed upon saving of an operation. You can activate the rules in the **Price Rules** window by double-clicking on them.

Click the **Apply** button to save new rules and changes without closing the window. Click the **OK** button to save changes and close the window. Click **Cancel** to close the window without saving any changes.

3.13.6 Stocktaking



To open the **Stocktaking** window click the icon or use keyboard shortcut **Ctrl+J**.

You can select the location, user and item following the same steps as in any other operation.

No.	Name	Measure	Quantity	Availability	Purchase Price	Sale Price	Currency	Amount
1	AC/USB Power Adapter Charger	item	7.000	6.000	2.00	3.00	EUR	3.00
2	IDE to SATA Adapter - Converts IDE Drive to SATA Int...	item	5.000	4.000	9.28	11.00	EUR	11.00
3	Notebook Hard Drive to Desktop Adapter (2.5" to 3.5")	item	3.000	3.000	2.88	4.00	EUR	0.00
4	SCA 80 to SCSI 50/68 Pin Converter w/Terminator	item	6.000	7.000	4.25	5.50	EUR	-5.50
5	USB 2.0 to IDE Adapter Cable	item	12.000	12.000	7.58	9.25	EUR	0.00
6	Biostar M7VIG 400 Socket A mATX MB w/AMD Sempr...	item	3.000	2.000	84.88	91.00	EUR	91.00
7	Biostar VIA K8M800 Socket 754 ATX MB w/Sempron ...	item	7.000	6.000	96.88	102.50	EUR	102.50
8	HP 4MP Digital Camera Kit w/128MB SD Card Tripod ...	item	6.000	5.000	82.88	87.00	EUR	87.00
9	52x CD-ROM IDE Drive (Beige)	item	6.000	5.000	5.88	7.00	EUR	7.00
10	BTC 52x CD-ROM IDE Drive (Silver)	item	2.000	2.000	5.88	7.00	EUR	0.00
11	LG 52x32x52 IDE CD-RW Drive w/SW (Beige)	item	9.000	9.000	18.88	24.00	EUR	0.00
12	USB 2.0 Slim External 8x4x24 CDRW Drive (Black)	item	7.000	7.000	26.88	29.00	EUR	0.00
13		item	0.000	0.000	0.00	0.00		0.00

In the **Quantity** column fill in the number of items in stock (as counted at that particular time). The **Availability** column displays the current quantity of items, as calculated by the application. Press **Enter** to move on to the **Purchase Price** column and fill in the purchase price of the item (if change is necessary). Press **Enter** once again to confirm and move on to the **Sale Price** column and fill in the sale price of the item (if change is necessary). The application automatically fills in the **Amount** column. Use the same method to enter data about each item for which stocktaking will be performed

If you are working with lots, you must enter a lot number in the window. If you are using this method, the application will split the quantity by lots, after you select an item. To change the quantity in a selected lot, enter the counted quantity in the corresponding column. To change the price, lot or item data, enter "0" in the quantity column of the corresponding lot and select the item in a new row. Enter the new values in the corresponding columns. Thus, the old lot will be replaced by the new one.

You can use the Stocktaking operation to enter initial states of items.

When you save the operation, the application may offer you to print the stocktaking document, depending on the Print Settings. If the Payment window is enabled from the application settings, you can define the payment type and whether the corresponding document (or part of it) is paid or remains due.

3.13.7 Total Production

Use the **Total Production** function to produce all recipes with negative quantities in the warehouse, without performing the **Production** operation. This allows you to sell recipe items, even if you do not have enough of them in stock.

You can use total production only if the following special settings are enabled:

1. Work method: *Average price* or *Last purchase price*;
2. Work with negative quantity: *Enabled*;
3. Auto production: *Disabled*.

The **Total Production** function works as follows:

1. Checks database for recipe items with negative quantities;
2. Produces as many recipes items as necessary to equalize their quantity to zero for all created locations;
3. Saves all operations in the database, so they can be tracked in *Reports/Production/Production*;
4. In case automatically produced recipes contain other recipes, they will not be produced, but will only decrease with the number necessary for production of the main recipe. If their quantity becomes negative, another total production must be performed, i.e. for each included level a new total production must be performed.

Note: The **Total Production** function affects only normal production. It does not affect complex production.

3.13.8 Operations Exchange

Use the **Operations Exchange** window to exchange operations between databases. For that purpose, certain operations must be exported on the emitting computer by setting an initial and end number of the operations or by setting an initial and end date for each type of operation.

Enable the **Copy file from USB Flash or floppy disk** option when copying operations using these devices. (The application offers you to copy files to floppy disk, when no USB Flash is found.).

Enable the **All operations to be copied as purchases** option to copy sales or writing-off as purchases to the target database.

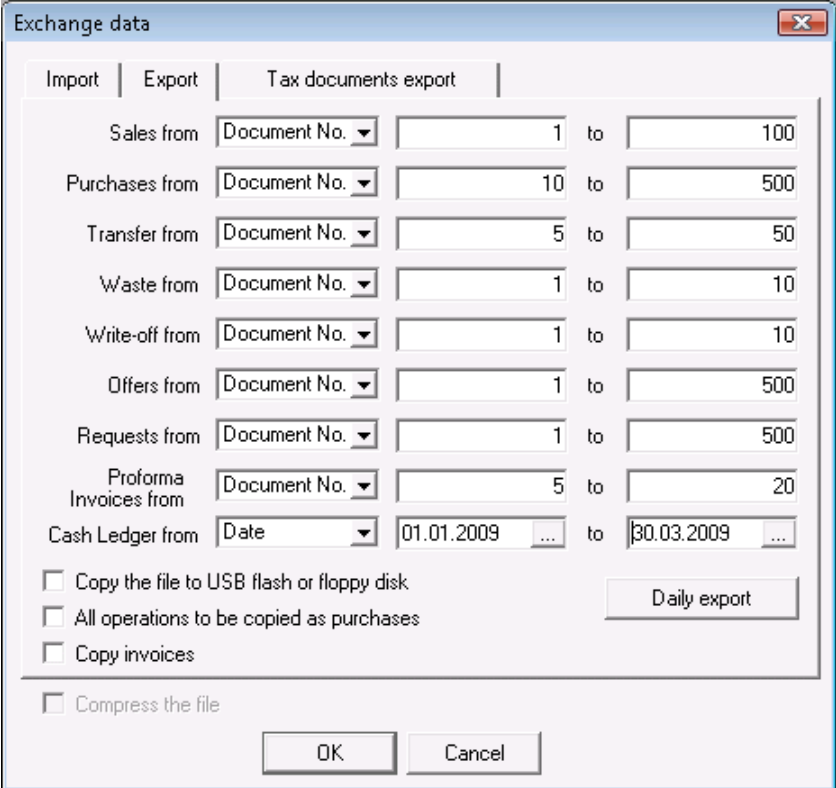
Click on the **Daily export** button to copy all operations performed during the day.

During operation export a file named TRANSFER.LOG is created. All selected operations and the corresponding partners are saved in this file.

You must import the data from the remote computer after saving this file. To do so, use the **Import** function and the application will execute the operations assigned by the emitting computer.

Enable the **Copy file to USB Flash drive or floppy disk** option when copying the **TRANSFER.LOG** file using these devices.

Enable the **Copy purchase price from the exchange** and **Copy sale price from the exchange** options when prices have been changed.



The 'Exchange data' dialog box has three tabs: 'Import', 'Export', and 'Tax documents export'. The 'Import' tab is active. It contains several rows of data selection fields:

- Sales from: Document No. [dropdown], [1] to [100]
- Purchases from: Document No. [dropdown], [10] to [500]
- Transfer from: Document No. [dropdown], [5] to [50]
- Waste from: Document No. [dropdown], [1] to [10]
- Write-off from: Document No. [dropdown], [1] to [10]
- Offers from: Document No. [dropdown], [1] to [500]
- Requests from: Document No. [dropdown], [1] to [500]
- Proforma Invoices from: Document No. [dropdown], [5] to [20]
- Cash Ledger from: Date [dropdown], [01.01.2009] to [30.03.2009]

Below these fields are four checkboxes:

- ☐ Copy the file to USB flash or floppy disk
- ☐ All operations to be copied as purchases
- ☐ Copy invoices
- ☐ Compress the file

There is a 'Daily export' button on the right and 'OK' and 'Cancel' buttons at the bottom.

Notes:

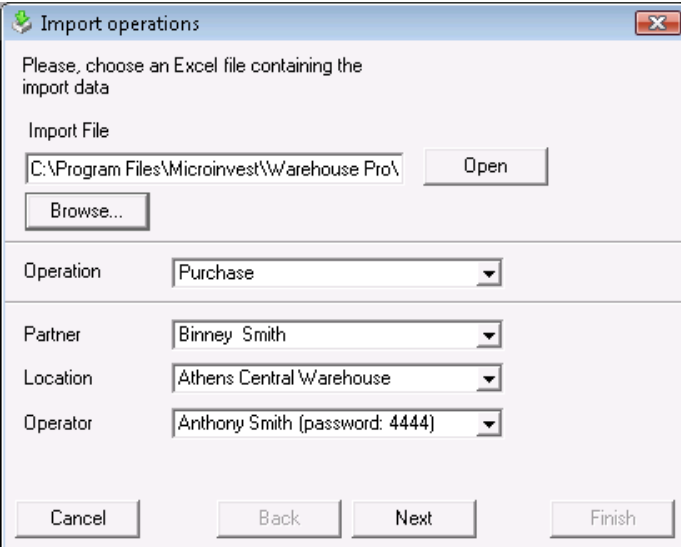
1. The application checks whether the items necessary for the import exist. They are automatically added, in case they are not found.
2. The application checks whether the partners necessary for the import exist. In case they are not found, they are automatically added with all data sent during export. (A partner is considered new if any different symbol is found.)
3. A transfer file can be imported unlimited number of times.

3.13.9 Import Operations

Use the **Import Operations** window to import operations from MS Excel to **Microinvest Warehouse Pro**.

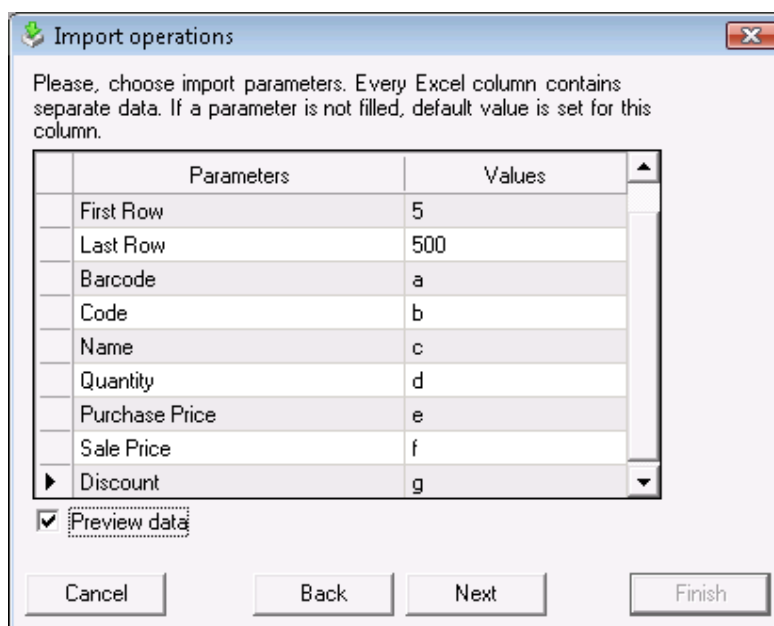
To import operations do the following:

In the **Import file** field fill in the name and path of the Excel file or click the **Browse** button to search for the file. Click the **Open** button to open the file that will be imported. Fill in the **Operation**, **Partner**, **Location** and **User** fields and click on the **Next** button to move on to the next step.



The 'Import operations' dialog box contains the following fields and buttons:

- Message: Please, choose an Excel file containing the import data
- Import File: [C:\Program Files\Microinvest\Warehouse Pro\] [Open] [Browse...]
- Operation: [Purchase] [dropdown]
- Partner: [Binney Smith] [dropdown]
- Location: [Athens Central Warehouse] [dropdown]
- Operator: [Anthony Smith (password: 4444)] [dropdown]
- Buttons: [Cancel] [Back] [Next] [Finish]



Please, choose import parameters. Every Excel column contains separate data. If a parameter is not filled, default value is set for this column.

Parameters	Values
First Row	5
Last Row	500
Barcode	a
Code	b
Name	c
Quantity	d
Purchase Price	e
Sale Price	f
Discount	g

☒ Preview data

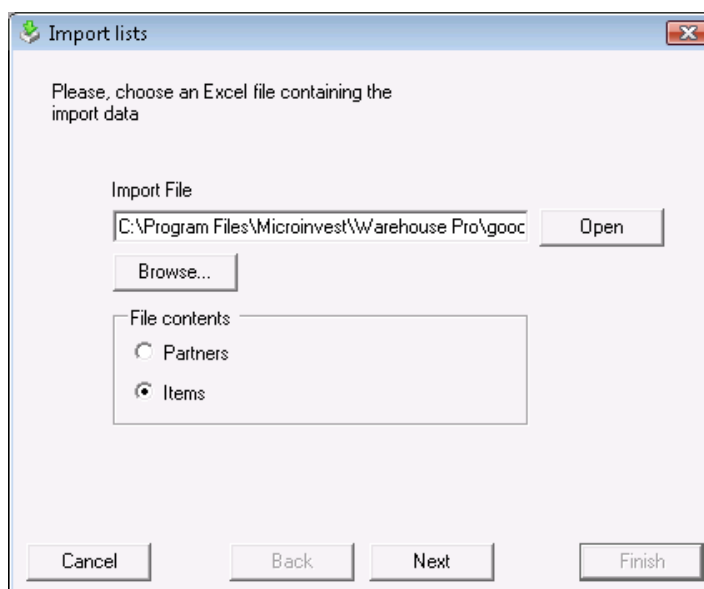
Cancel Back Next Finish

In the next window fill in the name of the Excel sheet, containing the data, the first and last row that will be imported and the names of columns that will be imported. For example, if you are importing a purchase and the item code is in column C, type in **C** next to *Item code*. The *Quantity* parameter, as well as one of the *Item* or *Item code* parameters, is required. In case *Purchase price* and *Sale price* are left blank, the application uses the current database prices and fills in "0" in *Discount*. Click on the **Next** button to generate data. A table with the specified data will be displayed. You can go back and edit the table by clicking on the **Back** button. Click **Next** to move on to the last screen. Click on the **Finish** button to import the data from *MS Excel* to the selected operation in **Microinvest Warehouse Pro**. For example, if you select purchase, the data will be imported in the **Purchase** window, where you can edit it. Then, you can save the operation by pressing **F9** and print the document

3.13.10 Import Items

Use the **Import Items** window to import items and partners from MS Excel to **Microinvest Warehouse Pro**. To import items and partners do the following:

In the **Import file** field fill in the name and path of the Excel file or click on the **Browse** button to search for the file. Click on the **Open** button to open the file that will be imported. In the **File Contents** section select whether to import items or partners and click on the **Next** button to move on to the next step.



Please, choose an Excel file containing the import data

Import File

File contents
☐ Partners
☒ Items

Cancel Back Next Finish

Please, fill import parameters.

Parameters	Values
Items Sheet	Sheet1
First Row	5
Last Row	500
Group	a
Code	b
Name	c
Barcode	d
Barcode 2	e
Barcode 3	f
Catalogue No.	g
Catalogue No.2	h

Import Mode: Add

Buttons: Cancel, Back, Next, Finish

In the next window fill in the name of the Excel sheet, containing the data, the first and last row that will be imported and the names of columns in Excel that will be imported. For example, if you are importing partners and the partner code is in column **B**, type in **B** next to *Partner code*. The *Company* parameter is required. All other parameters are optional. You can go back and select another file by clicking on the **Back** button. To move on to the next step, click **Next**.

You can select in which group to transfer the corresponding item or partner. To do this you must have already entered groups in the application and created a column with groups in the Excel file. The Excel file must contain the name or path to the group, in case it is a subgroup. For example, if the main group is "*Beverages*" and contains a subgroup "*Soft drinks*" and you wish to import item "*Coca Cola*" in "*Soft drinks*", you must fill in "*Beverages/Soft drinks*" in the group field in the Excel file. If there is no matching group or if a group is not specified, the items will be transferred in the default group.

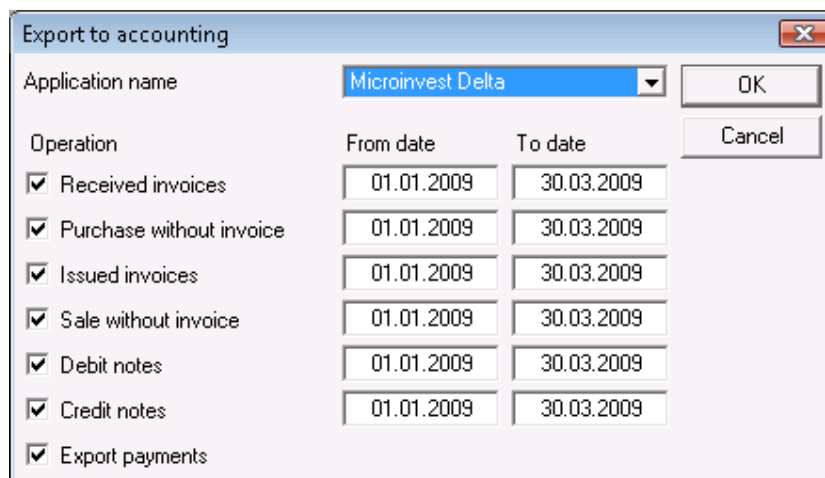
Import of items allows you to specify whether a partner or an item is frequently used. If the "*Frequently used*" column in the Excel file is filled with "*Yes*" or "*1*", the application considers it is frequently used. All other cases are considered as not frequently used.

From the drop-down list **Import mode**, you can select how partners and items will be imported. **Import** will import all items no matter whether there are codes or names that already exist. If a partner code in the imported file matches a partner code that already exists in the application, you can rewrite this data by selecting **Replace**. Thus, the application will not import a new partner with the same code, name or UIC. If you are importing items, all prices, minimum and nominal quantities of items with the same codes, names or barcodes will be rewritten. If you select **Ignore**, only items which have no matches will be imported.

A table with the specified data will be displayed in the **Generate preview** window. You can go back and edit the table by clicking on the **Back** button. Click on the **Finish** button to import the data from MS Excel to **Microinvest Warehouse Pro**.

3.13.11 Export to Accounting

Use this module for automatic accounting of **Microinvest Warehouse PRO** documents – received invoices, purchases, issued invoices, sales, debit and credit notes, in **Microinvest Delta**, **Business Navigator** or **Ajur-L**.



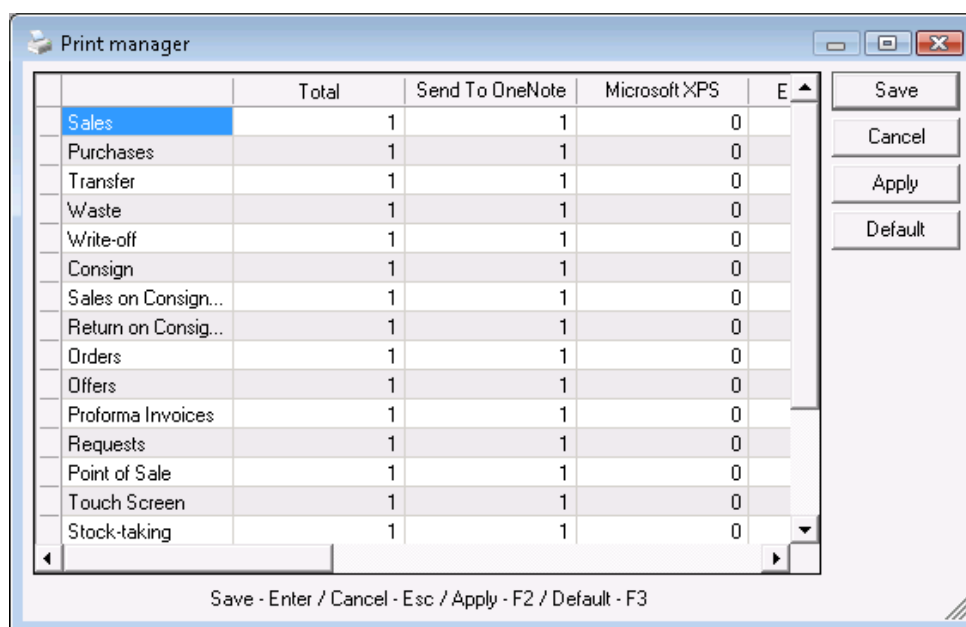
The 'Export to accounting' dialog box shows the application name set to 'Microinvest Delta'. It lists several operations with checkboxes and date ranges from 01.01.2009 to 30.03.2009. All checkboxes are selected.

Operation	From date	To date
☒ Received invoices	01.01.2009	30.03.2009
☒ Purchase without invoice	01.01.2009	30.03.2009
☒ Issued invoices	01.01.2009	30.03.2009
☒ Sale without invoice	01.01.2009	30.03.2009
☒ Debit notes	01.01.2009	30.03.2009
☒ Credit notes	01.01.2009	30.03.2009
☒ Export payments		

Select to which product the import will be done, select the documents you wish to export and select their corresponding period. The application will create an *Import.txt* file in its directory. Copy this file in the corresponding directory of **Microinvest Delta**, **Business Navigator** or **Ajur-L**.

3.13.12 Print Manager

Use the **Print Manager** window to specify which of the installed printers will be used for printing of documents. Enter the number of copies that should be printed by each printer. You can print a single document on several printers at a time.



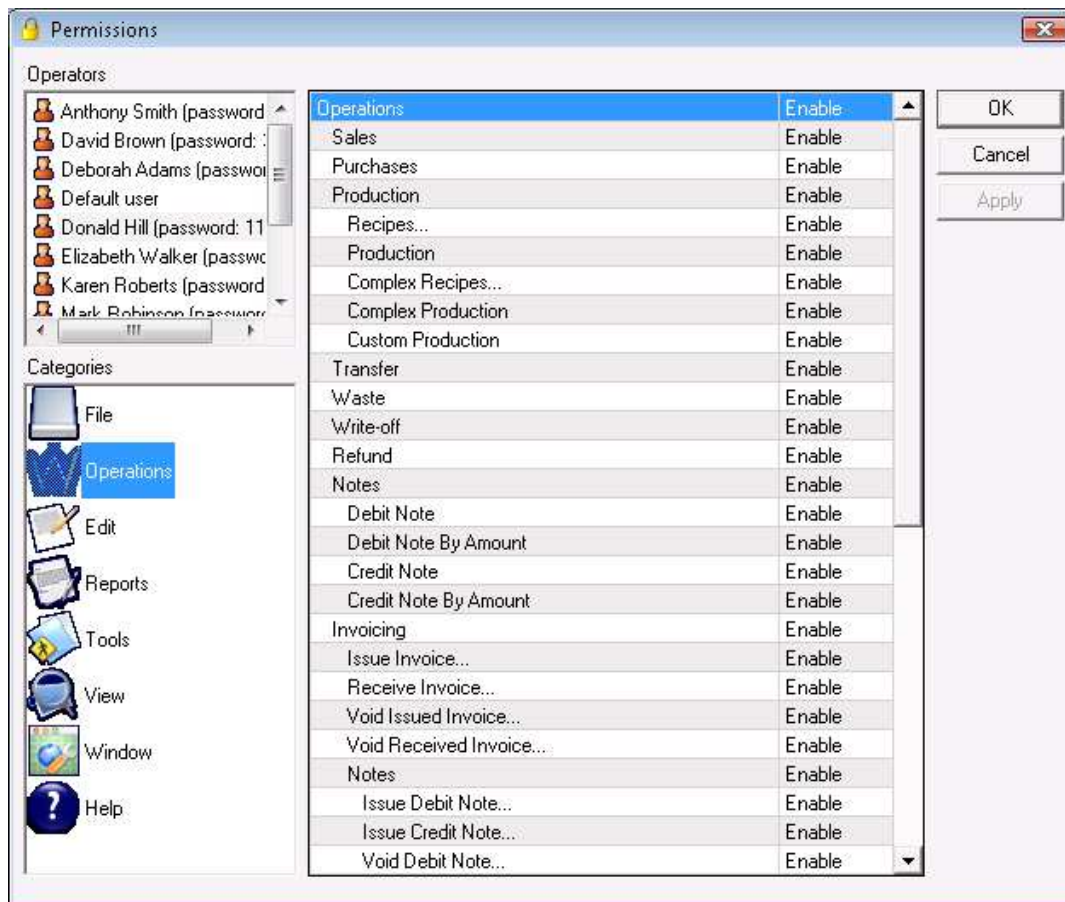
The 'Print manager' window displays a table with columns for document types, Total, Send To OneNote, Microsoft XPS, and an empty column. The 'Sales' row is selected. Buttons for Save, Cancel, Apply, and Default are on the right. A status bar at the bottom shows shortcuts: Save - Enter / Cancel - Esc / Apply - F2 / Default - F3.

	Total	Send To OneNote	Microsoft XPS	
Sales	1	1	0	
Purchases	1	1	0	
Transfer	1	1	0	
Waste	1	1	0	
Write-off	1	1	0	
Consign	1	1	0	
Sales on Consign...	1	1	0	
Return on Consig...	1	1	0	
Orders	1	1	0	
Offers	1	1	0	
Proforma Invoices	1	1	0	
Requests	1	1	0	
Point of Sale	1	1	0	
Touch Screen	1	1	0	
Stock-taking	1	1	0	

Click on the **Default** button to use the standard scheme, in which all documents are printed by the default printer.

3.13.13 Permissions

Use the **Permissions** window to limit the access of any user to certain features and menus of the application. Only owners or administrators can apply any restrictions. Follow these steps:



In the **Operators** section select the user to which restrictions will be applied.

The **Categories** section contains all main menus of the application. Each category contains its sub-menus classified by pages.

Each menu has two states:

- *Enabled* – the menu is visible and accessible
- *Disabled* – the menu is invisible and inaccessible

You can apply restrictions for buttons in the lists, as well. This is similar to applying restrictions for the menus, where each list contains sub-categories with the corresponding buttons.

Click the **OK** button to save changes and close the window. Click **Cancel** to close the window without saving any changes. Click **Apply** to save changes without closing the window.

3.13.14 Recalculate Average Price

You can use the **Recalculate Average Price** function only when the corresponding special setting is selected as a work method.

This function must be used carefully, since this could lead to changes in the incomes and expenses of the company and this could affect the total profit. It is advisable that this function is used only by the manager of the company or by the system administrator.

Use this function when the purchase price or the discount in a purchase document has been edited. This prevents inconformity in the total purchase amounts of items in various reports, due to the fact that the item price has been changed only in the edited document.

After you select the **Recalculate Average Price** option from the menu, the application will open the **Purchases – Select Document** window. Select the edited document and click **OK**. The average price of all items in the document will be recalculated and all amounts will be equalized. For operations performed after the purchase has been edited, the purchase price will be replaced with the new recalculated price.

4. Reports

In the first window of the report specify the filter criteria and the fields that will be visualized.

Only rows that are checked ☒ are visualized in the report.

Sales Report

Document No: 1 -- 100

Date: 28.07.2008 -- 28.08.2008

Item code: ...

Item name: 24x USB External CD-ROM Drive (Black) ...

Barcode: ...

Catalogue: ...

Group: ...

Partner: Conseco ...

Group: ...

Location: All

User: ...

Quantity: Equal to

Price: Equal to

Note: ...

Operation: Sales

Report type: Standard

Sort by: Input Order

Buttons: OK, Cancel, Clear

You can choose a filter in each field by doing one of the following:

- type in the whole name in the field;
- use keyboard shortcut **F4**;
- click the  button;

- type in any part of the name in the field, preceded by "~". For example, if you type in "~ro" in the item name field, the application will generate a result for all items, containing "ro" in their names.

You can limit the report to a single criterion or you can apply several criteria at a time. You can also select sorting criteria for the report.

If you are working with lots, the application will add filters about the lot number, serial number, best before and production dates and location.

Lot	121344	☒
Serial Number	WTG135	☒
Production date	28.08.2008 ... -- 28.09.2008 ...	☒
Best before	28.02.2009 ... -- 28.03.2009 ...	☒
Lot position	10504	☒

To remove all specified filters, click the **Clear** button. The report will display all operations without any restrictions.

Click the **OK** button to generate the report using the specified criteria. Click the **Cancel** button to exit the window.

Sales Report

Results: 16 rows

Document No.	Date	Code	Item	Partner	Location	User	Quantity	Measure
0000000001	03.04.2008	765	US Robotics USR5410 802.11g Wireless Turbo PC Card	Conseco	Shop Belgrade 1	David Brown (password: 3333)	1.000	item
0000000001	03.04.2008	68	Adaptec 6 6-pin to 6-pin IEEE 1394 FireWire Cable	Conseco	Shop Belgrade 1	David Brown (password: 3333)	2.000	item
0000000001	03.04.2008	752	Linksys WUSB11 802.11b Wireless-B USB Network Adapter	Conseco	Shop Belgrade 1	David Brown (password: 3333)	1.000	item
0000000001	03.04.2008	767	Xterasys 802.11g 4-Port Cable/DSL Wireless Router	Conseco	Shop Belgrade 1	David Brown (password: 3333)	1.000	item
0000000001	03.04.2008	299	Pump 2 Power Generator for LG Cell Phones + LED Light!	Conseco	Shop Belgrade 1	David Brown (password: 3333)	2.000	item
0000000001	03.04.2008	252	Bluetooth GPS 16 Channel Receiver	Conseco	Shop Belgrade 1	David Brown (password: 3333)	1.000	item
0000000002	03.04.2008	749	GigaFast 802.11b/g Wireless LAN USB Adapter	Emcor Group	Shop Belgrade 1	David Brown (password: 3333)	1.000	item
0000000002	03.04.2008	765	US Robotics USR5410 802.11g Wireless Turbo PC Card	Emcor Group	Shop Belgrade 1	David Brown (password: 3333)	1.000	item
0000000002	03.04.2008	604	128MB (16x64) PC133 168-pin DIMM Memory (8-Chip)	Emcor Group	Shop Belgrade 1	David Brown (password: 3333)	2.000	item
0000000002	03.04.2008	742	802.11g 54Mbps Wireless LAN PC Card	Emcor Group	Shop Belgrade 1	David Brown (password: 3333)	1.000	item
0000000002	03.04.2008	774	4-Port USB 1.1 Non-Powered Mini Hub (Gray)	Emcor Group	Shop Belgrade 1	David Brown (password: 3333)	1.000	item
0000000002	03.04.2008	338	3"x3" 80mm Case Fan (3-pin MB or 4-pin power supply)	Emcor Group	Shop Belgrade 1	David Brown (password: 3333)	1.000	item

Use the buttons in the upper left corner to print or export the report to EXCEL, WORD, HTML and other standard formats. You can also specify work with several reports at a time and you can set the report to work in background.

✓ Sales Report

The **Sales Report** displays the chronological order of sales documents and items, whereas no grouping or mathematical data processing is done. Thus each document can be displayed by rows and all documents can be displayed together. You can use the report to track actual data input by documents, by users, by dates, etc. without summarizing documents or items. Each row in the documents corresponds to a row in the report.

✓ Purchases Report

The **Purchases Report** displays the chronological order of purchase documents, whereas no grouping or mathematical data processing is done. Thus each document can be displayed by rows containing the corresponding items. You can use the report

to track actual data input by items, by documents, by users and by dates. Each row in the documents corresponds to a row in the report.

✓ **Recipes Report**

The **Recipes Report** displays the recipe documents by rows, where each raw material and recipe item is displayed in a separate row. You can use the report to track items that are used in recipes. Each row in the documents corresponds to a row in the report.

✓ **Production Report**

The **Production Report** displays the production documents by rows, where each raw material and recipe item is displayed in a separate row. You can use the report to track actual data input by documents, by users, by dates, etc. without summarizing documents or items. Each row in the documents corresponds to a row in the report.

✓ **Complex Recipes Report**

The **Complex Recipes Report** displays the complex recipes documents by rows, where each raw material and recipe item is displayed in a separate row. You can use the report to track items that are used in complex recipes. Each row in the documents corresponds to a row in the report.

✓ **Complex Production Report**

The **Complex Production Report** displays the complex production documents by rows, where each raw material and recipe item is displayed in a separate row. You can use the report to track actual data input by documents, by users, by dates, etc. without summarizing documents or items. Each row in the documents corresponds to a row in the report.

✓ **Transfer Report**

Use the **Transfer Report** to track and control transfer documents. Each row in the document corresponds to a row in the report. Thus, the report shows items flow from one location to another.

The transfer report contains data about transferred quantities from one location to another. It shows the document number, the date and the user, who performed the operation.

✓ **Waste Report**

The **Waste Report** displays waste documents by rows, where each item is displayed in a separate row. You can use the report to track actual data input by documents, by users, by dates, etc. without summarizing documents or items. Each row in the documents corresponds to a row in the report.

✓ **Write-off Report**

The **Write-off Report** displays write-off documents by rows, where each item is displayed in a separate row. You can use the report to track actual data input by documents, by users, by dates, etc. without summarizing documents. Each row in the documents corresponds to a row in the report.

✓ **Refund Report**

The **Refund report** displays the chronological order of refund documents. The data is not mathematically processed or grouped. Thus the report can display each separate document by rows with the corresponding items in it. You can use this report to track actual data input of refunds. Each row in the documents corresponds to a row in the report.

✓ **Stocktaking Report**

The **Stocktaking Report** displays the stocktaking documents by rows, where each item is displayed in a separate row. You can use the report to track stocktaking and data about each item for which stocktaking has been performed. Each row in the documents corresponds to a row in the report.

✓ **Debit Notes Report**

The **Debit Notes Report** displays the debit notes documents by rows, where each item is displayed in a separate row. You can use the report to track actual data input by users, by locations, by dates, etc. without summarizing documents or items. Each row in the documents corresponds to a row in the report.

✓ **Credit Notes Report**

The **Credit Notes Report** displays the credit notes documents by rows, where each item is displayed in a separate row. You can use the report to track actual data input by users, by locations, by dates, etc. without summarizing documents or items. Each row in the documents corresponds to a row in the report.

✓ **Operations Report**

The **Operations Report** displays the operations documents by rows, where each item is displayed in a separate row. You can use the report to track rows of a particular operation or of all operations and to track data about each item in the operation. Each row in the documents corresponds to a row in the report.

✓ **Consignments Report**

The **Consignments Report** displays the item flow (consigned, reported and returned items) by documents. Each row in the document shows the corresponding item, prices, dates, quantities and amounts. You can use the report to track consigned items flow, as well as all consignment operations.

In the "Operation" drop-down list select the operation that will be visualized in the report: Consign, Sales on Consignment, Return on Consignment.

✓ **Consignment Turnover Report**

The **Consignment Turnover Report** is a summarized consignment report, containing three columns about each item – consigned, reported and returned. You can use the report to track items profile. Each item is displayed in a separate row and each column shows the quantity in the corresponding operation. You can use the report to track items flow and their availability in the warehouse or by partners. You can also check the current state of items for a particular partner.

✓ **Amounts Due by Consignees Report**

The **Amounts Due by Consignees Report** is a summarized report by partners. It shows the amounts due by each consignee for the remaining consigned items. You can use the report to track amounts due by partners. Each partner is displayed in a separate row of the report.

This report contains data about partners, to which items were consigned. It shows the location from which the items were taken, the user, who has performed the operation and the amount of the remaining quantity.

✓ **Orders Report**

The **Orders Report** displays items ordered by customers. The items are divided by rows and by documents. You can use the report to track actually ordered items and you can filter the data by users, partners and dates. Each row in the order corresponds to a row in the report.

✓ **Offers Report**

The **Offers Report** displays items offered to customers. The items are divided by rows. You can use the report to track actually offered items in documents and you can filter the data by users, partners and dates. Each row in the offer corresponds to a row in the report.

✓ **Proform Invoices Report**

The **Proform Invoices Report** displays items included in proform invoices. Each row in the report displays an item and its price, quantity, amount and date of the operation. You can use the report to track documents and you can filter the data by users, partners and dates. Each row in the proform invoice corresponds to a row in the report.

✓ **Requests Report**

The **Requests Report** displays items included in requests. The items are divided by rows and by documents. You can use the report to track actually requested items and you can filter the data by users, partners and dates. Each row in the request corresponds to a row in the report.

✓ **Warranty Cards Report**

The **Warranty Cards Report** displays items for which warranty cards have been issued. The items are divided by rows and by documents. You can use the report to track issued warranty cards and you can filter the data by users, partners and dates. Each row in the warranty card corresponds to a row in the report.

✓ **Recent Reports**

Use **Recent Reports** for quick access to the last reports that have been generated. The application places a report in this menu, after it is displayed on the screen. When you activate a report from the **Recent Reports** menu, it will be displayed with the same filters that have been applied before.

✓ **Partners Report**

Use the **Partners Report** to print a detailed list of partners. You can use this report to generate lists of routes, cities and regions and to print tax numbers of partners.

The report shows all fields of the partners list and can be sorted by different criteria (name, code, etc.).

✓ **Items Report**

Use the **Items Report** to print a detailed list of items, including prices, measures and codes. You can use this report to generate price lists, lists for stocktaking, etc. The report shows all fields of the items list and can be sorted by item names or item codes.

✓ **Users Report**

Use the **Users Report** to print a detailed list of users, including their access level and additional data. The report shows all fields of the users list and can be sorted by different criteria (name, code, etc.).

✓ **Locations Report**

Use the **Locations Report** to print a detailed list of locations. You can use this report to generate lists of routes, cities and regions. The report shows all fields of the locations list and can be sorted by different criteria (name, code and access level).

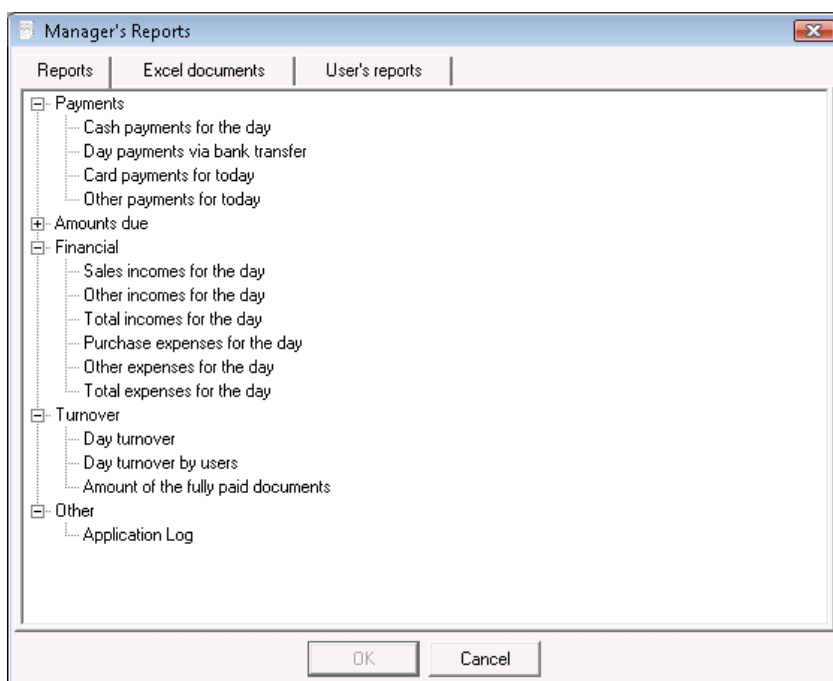
✓ **Currencies Report**

The **Currencies Report** displays all currencies and their current exchange rates. You can use this report to check the current state of currencies and to print the exchange rates of the day.

✓ **Items Flow Report**

The **Items Flow Report** is a mathematical summarizing of item quantities by operations. The current quantity for each operation is defined in a separate column for each item. You can use this report for summary tracking of all operations. The quantity in the report is the item quantity in all selected operations. Each item is displayed on a separate row in the report for each location.

✓ **Manager's Reports**



The **Manager's Reports** is a set of the most useful reports for analysis of the current state of the company and the location. You can use these reports to track the current balance of the company, the daily incomes, the reports by users, the turnover, etc. Each report is generated for the current date (you cannot specify a date) and contains the essential data about the business activity

The **Manager's Reports** window contains the most frequently used reports for the day, divided in categories.

To generate a report, select the desired category and report and click on the **Search** button.

The **Manager's Reports** window contains five main report groups – **payments, amounts due, financial, turnover** and **other**, which give you a precise and direct information about the most frequently tracked business processes:

Payments

This report displays information about the three payment types for the corresponding day. It summarizes separately the received funds:

- *Cash payments for the day,*
- *Day payments via bank transfer,*
- *Card payments for today,*
- *Other payments for today.*

Amounts due

This report displays information about unpaid or partially paid documents by customers and/or suppliers:

- *Amounts due as of today,*
- *Amounts due as of the current month,*

as well as

- *Overdue payments*

Financial

This report displays information for the corresponding day:

- *Sales incomes for the day,*
- *Other incomes for the day* – payments and incomes, registered in the Cash Ledger,
- *Total incomes for the day,*
- *Purchase expenses for the day,*
- *Other expenses for the day* – payments and expenses, registered in the Cash Ledger – materials, salaries, rents, etc.,
- *Total expenses for the day.*

Turnover

This report displays information about the net incomes in cash, via bank transfer and via POS terminal for the corresponding day:

- *Day turnover,*
- *Day turnover by users,*
- *Amounts of the fully paid documents.*

Other

- *Application log,*

This report displays information about document editing and shows the document type and number, the date and time of editing and the user, who performed it.

✓ Items in Stock Report

This report displays quantities of items in stock by locations, purchase and sale prices, as well as purchase and sale amounts. In the **Report type** specify the contents of the

report. **Stocktaking with quantity** displays only quantities and an empty column "Counted". **Stocktaking without quantity** displays only the column "Counted". **Brief** displays only item quantities

✓ **Availability as of Report**

The **Availability as of Report** displays availability of items as of a selected date. **Microinvest Warehouse Pro** recalculates quantities by adding operations, in which items are taken in (purchase, return on consignment, etc.) and subtracting operations, in which items are taken out (sale, waste, write-off, etc.). The result is the availability in the warehouse as of the selected date.

✓ **List of Items Report**

The **List of Items Report** displays a list of items by codes and names.

✓ **Invoiced Items Report**

The **Invoiced Items Report** displays all items, which are part of issued or received invoices, depending on the selected operation filter. The report contains information about the invoice number, the location of the operation, the partner, who has received the invoice, the operator who has performed the operation, the name and quantity of the item, the purchase and the sale price.

✓ **Sales / Purchases per Items Report**

The **Sales / Purchases per Items Report** displays information about sales or purchases of items (depending on the filter). It shows the date, the item, barcodes, the measures, the sale or purchase amount and quantity, the location and the user, who performed the operation.

✓ **Operations per Period Report**

The **Operations per Period Report** contains information about performed operations – sales, purchases, waste or stocktaking (depending on the filter) for particular months or days. It shows the name and code of items, the location of the corresponding operation and the quantities for the corresponding month or day.

✓ **Grouped Operations Report**

The **Grouped Operations Report** calculates the total quantities and amounts of items in a selected operation, grouped by item, partner, location or user, depending on the applied filter. The filter for items, locations, users and partners has two fields in which you must specify the group and the name of the list.

✓ **Grouped Transfer Report**

The **Grouped Transfer Report** calculates the total quantities and amounts of all items, which are part of the transfer operation. The report contains data about transferred items from and to locations. It displays the quantity, the amount, the VAT and the total amount of items.

✓ **Most Profitable Items Report**

The **Most Profitable Items Report** contains data about sold items and the generated profit in descending order. It shows the name, code and barcode of the item, the date and location (depending on the applied filter) and the company that generated the profit.

✓ **Best Selling Item by Amount Report**

The **Best Selling Item by Amount Report** contains data about sold items and their total sale price. It shows the name, code and barcode of the item, the date, the location, the company and the user who performed the operation.

✓ **Best Selling Item by Quantity Report**

The **Best Selling Item by Quantity Report** contains data about sold items and their total quantity. It shows the name, code and barcode of the item, the date, the location, the company, the user who performed the operation and the quantity that has been sold.

✓ **Items Below Minimum Quantity Report**

The **Items Below Minimum Quantity Report** contains data about items with quantities below the ones set as minimum in the warehouse for them. It shows the name, code and barcode of the item, the item group, the availability as of the time being, the minimum quantity and the location.

✓ **Minimum Quantities Set Report**

The **Minimum Quantities Set Report** contains data about minimum quantities set for items. It shows the name, code and barcode of the item, the item group and the minimum quantity.

✓ **Balance of Items Report**

The **Balance of Items Report** calculates the total quantity of items by operations and displays the difference between this quantity and the quantity of items in stock.

The **Balance of Items Report** contains data about performed operations (depending on the applied filter) by items, users, partners or locations (depending on the applied filter). It shows the quantity used in the specified operation, the total availability at the location and the difference between the quantity in stock and the quantity used in the operation.

✓ **Sales by Partners Report**

The **Sales by Partners Report** contains data about sale amounts of specified partners. It shows the partner's name, the total quantity and the sale amount of the operation. The report groups data by partners thus showing each partner on a single row.

✓ **Purchases by Partners Report**

The **Purchases by Partners Report** contains data about purchase amounts of specified partners. It shows the partner's name, the total quantity and the purchase amount of the operation. The report groups data by partners thus showing each partner on a single row.

✓ **Partners by Profit Report**

The **Partners by Profit Report** contains data about profits of specified partners. It shows the partner's name and the profit amount for the selected period. The report groups data by partners thus showing each partner on a single row.

✓ **Partners by Turnover Report**

The **Partners by Turnover Report** contains data about turnovers of specified partners. It shows the partner's name and the turnover for the selected period. The report groups data by partners thus showing each partner on a single row.

✓ **Sales by Locations Report**

The **Sales by Locations Report** contains data about sale amounts of specified locations. It shows the name of the location, the total quantity and the sale amount of the operation. The report groups data by locations thus showing each location on a single row.

✓ **Purchases by Locations Report**

The **Purchases by Locations Report** contains data about purchase amounts of specified locations. It shows the name of the location, the total quantity and the purchase amount of the operation. The report groups data by locations thus showing each location on a single row.

✓ **Locations by Profit Report**

The **Locations by Profit Report** contains data about profits of specified locations. It shows the name of the location and the profit amount for the selected period. The report groups data by locations thus showing each location on a single row.

✓ **Locations by Turnover Report**

The **Locations by Turnover Report** contains data about turnovers of specified locations. It shows the name of the location and the turnover for the selected period. The report groups data by locations thus showing each location on a single row.

✓ **Sales by Users Report**

The **Sales by Users Report** contains data about sale amounts of specified users. It shows the user's name, the total quantity and the sale amount of the operation. The report groups data by users thus showing each user on a single row.

✓ **Purchases by Users Report**

The **Purchases by Users Report** contains data about purchase amounts of specified users. It shows the user's name, the total quantity and the purchase amount of the operation. The report groups data by users thus showing each user on a single row.

✓ **Users by Profit Report**

The **Users by Profit Report** contains data about profits of specified users. It shows the user's name and the profit amount for the selected period. The report groups data by users thus showing each user on a single row.

✓ **Users by Turnover Report**

The **Users by Turnover Report** contains data about turnovers of specified users. It shows the user's name and the turnover for the selected period. The report groups data by users thus showing each user on a single row.

✓ **Sales by Amount Report**

The **Sales by Amount Report** contains data about performed sales by total amounts of the corresponding document. It shows the document date and number, the partner and the sale amount.

✓ **Purchases by Amount Report**

The **Purchases by Amount Report** contains data about performed purchases by total amounts of the corresponding document. It shows the document date and number, the partner and the purchase amount.

✓ **Issued Invoices Report**

The **Issued Invoices Report** contains data about sales, for which invoices were issued. It shows the date and number of the invoice, the date and number of the document, the partner, the location, the user who issued the document, the person who received the invoice and the total amount.

✓ **Received Invoices Report**

The **Received Invoices Report** contains data about purchases, for which invoices were received. It shows the date and number of the invoice, the date and number of the document, the person who received the invoice and the total amount.

✓ **Debit Notes Report**

The **Debit Notes Report** contains data about invoices, for which notes were issued. It shows the date and number of the note, the number of the invoice, the partner, the location, the user, who issued the document, the payment type and the total amount.

✓ **Credit Notes Report**

The **Credit Notes Report** contains data about invoices, for which notes were issued. It shows the date and number of the note, the number of the invoice, the partner, the location, the user, who issued the document, the payment type and the total amount.

✓ **Payments by Documents Report**

The **Payments by Documents Report** contains data about documents – all or of a single operation (depending on the applied filter), that are fully and/or partially paid. It shows the paid document, the date, the operation, the partner, the payment type, the amount due, the balance, income and expense.

✓ **Payments by Partners Report**

The **Payments by Partners Report** contains data about payments by customers and suppliers. It shows the date, the operation type, the payment type, the amount due, the balance, the income and the expense.

✓ **Cash Ledger**

The **Cash Ledger Report** contains data about all records in the cash ledger. It shows the operation type, the location, the income or the expense.

✓ **Payment Due Dates Report**

The **Payment Due Dates Report** contains data about unpaid documents and incomes from partners. It shows the document date, the due date, the partner, the operation type, the payment type, the amount due and the remaining amount.

✓ **Payments History Report**

The **Payments History Report** contains data about unpaid and/or partially paid operations and the payments themselves. It shows the document number, the date, the partner, the operation type, the payment type and the amount of the operation. When the amount has a negative value, it means the document is unpaid. When the amount has a positive value, a payment has been made.

✓ **Incomes Report**

The **Incomes Report** contains data about total unpaid documents and incomes from partners. It shows the partner, the operation type, the payment type and the current total incomes.

✓ **Excel Documents and User's Reports**

The first page of the **Reports Manager** window contains a list of all templates of **Excel documents**.

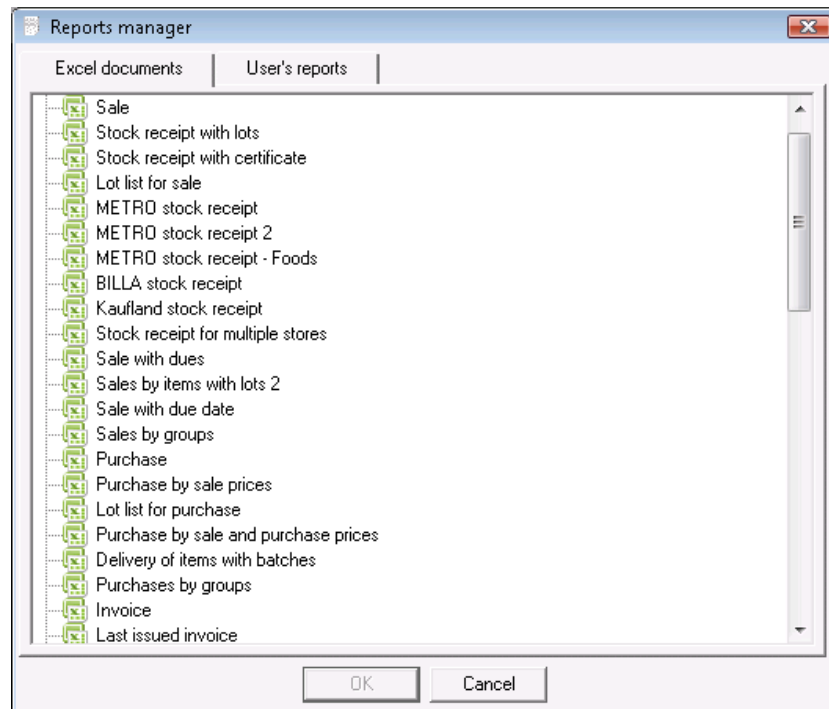
You can use the **Excel documents** to present issued documents in *Microsoft Excel* and to create various reports.

To use this feature:

1. You must have **Microsoft Office 2003**, including **Microsoft Excel**, installed on your computer
2. You must set the **Security Level** to **Low**. To do so, open Excel and go to **Tools/Macro/Security**. Select **Low** and click on the **OK** button.

Click on the document's name and then the **OK** button to select it. Click **Cancel** to exit without selecting a document.

The Excel documents of *Sales, Purchases, Transfer, Waste, Stocktaking, Sale on Consignment, Return on Consignment, Offers, Proform Invoices, Requests, Warranty Cards, Purchases Lot List, Sales Lot List, Tax invoice* and *Simplified Invoice* are standard document types. To generate such document,

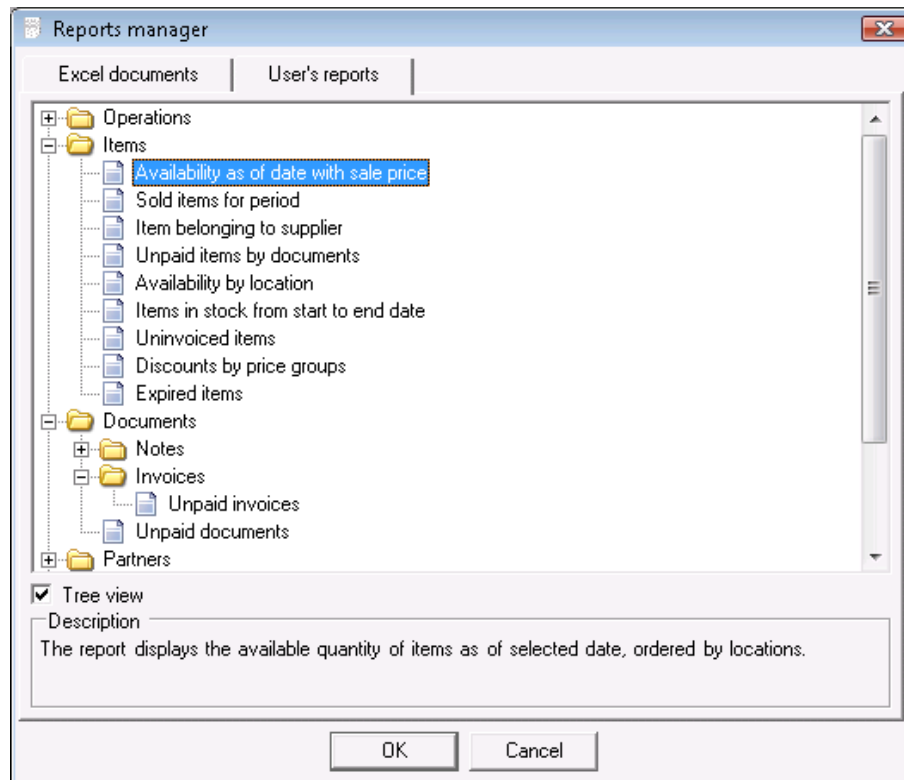


enter its number in the yellow field **Number** and press **Enter**

The Excel documents of *Turnover by Users*, *Amounts due by Partners*, *Sales by Groups* and *Purchases by Groups* are generated for a specific time period. To generate such documents, enter the period in the yellow fields **From date** and **To date** and press **Enter**.

The *Sales by Users* and *Sales by Locations* documents are generated automatically when the report is loaded. They are based on all operations and lists in the database.

The second page of the **Reports Manager** window contains the **User's Reports**.



User's Reports are individual reports for each user. You can generate any report depending on your needs.

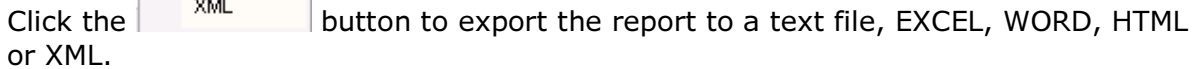
To select a report, double-click on it or click the **OK** button. The report looks and works as usual.

The **Description** field contains a short description of the report's contents.

✓ Report Results

Use the buttons in the upper left corner to print or export the report to EXCEL, WORD, HTML and other standard formats. You can also specify work with several reports at a time and you can set the report to work in background.

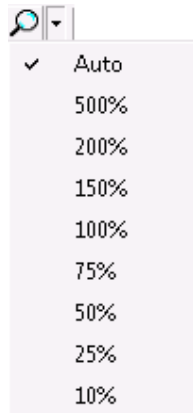
Click the  button to close the report.



✓ Review Report Results

[illegible]

Click the  button to print the report.



Click the button to zoom the document (from 10% to 500%).

Click the  button to display the report by pages.

Click the  button to display two pages of the report.

Click the  button to display three pages of the report.

Click the  button to display four pages of the report.

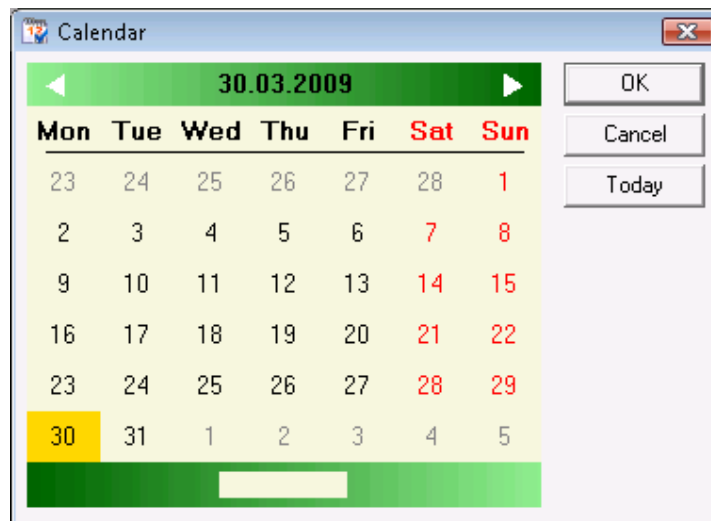
Click the  button to display six pages of the report.

Click the  button to close the report.

5. Settings

5.1 Calendar

The **Calendar** window displays the current date.



To set a current date, select it on the calendar and click the **OK** button. This will add the date in the Status Bar. You can set the date by double-clicking on it, as well. Click **Cancel** to close the **Calendar** window without any changes being made. Click the **Today** button to activate the current date and close the window.

You can type a date in the empty field at the bottom of the window. The program will automatically position the calendar to the selected date.

5.2 Settings

You can use the **Settings** window to configure the application based on your specific

needs (click on the  icon to open it). The information is divided into categories placed in the bottom left part of the screen. Select a category to display all its settings. Click on the **OK** button to save changes and close the window. Click on the **Cancel** button to close the window without any changes being made. Click on the **Apply** button to save changes without closing the window

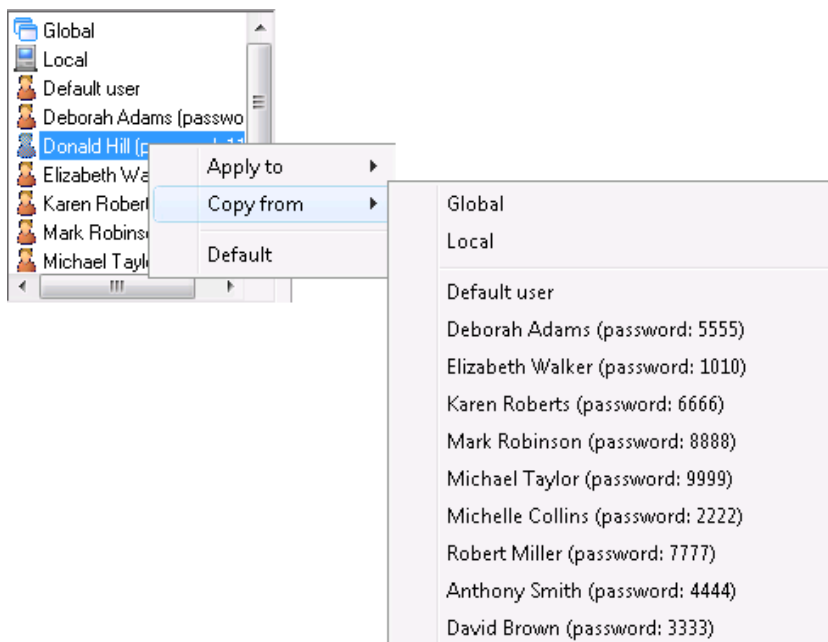
Settings can be applied to users, as well as to databases or for the whole application. You can select users in the **Users** section.

5.3 Users

Settings can be applied to specific users, as well as to databases or for the whole application.

Select a level in the **Users** section and then select the settings.

“Global” settings are applied for the whole application. By default, when you create a new database, it will use these settings. Local settings are applied only for the current database. When you create a new user, the active database settings are applied. The priority order is: user settings, local settings, global settings.

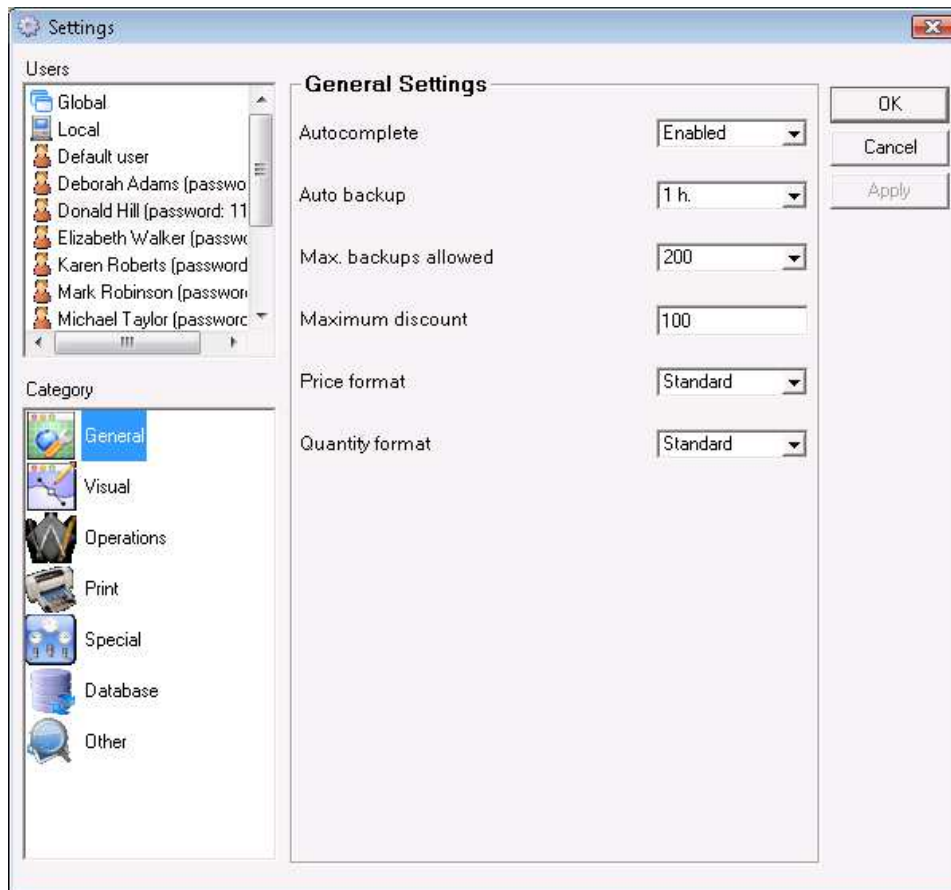


If you right-click a level or a user in the Users section, you can open a menu with three functions:

- *Apply to* – contains a list of all users; applies the current settings of the selected user/level to a selected user from the list.
- *Copy from* - contains a list of all users and levels; copies the current settings of a selected user/level from the list to the selected user/level.
- *Default* – applies the default settings to the selected user.

Click the **OK** button to save the settings for the selected user or level.

5.4 General



Use the **Autocomplete** option to select items in operations faster. When you type a part of the name, the application automatically fills in the first matching name with common root. For example, if an item "Whiskey glasses" exists in the database, the application will automatically find it, when you type "whiskey".

Use the **Auto Backup** option to set an interval for automatic backup of the current database.

Use the **Maximum Discount** option to define the maximum discount in percents that a particular user can indicate in operations.

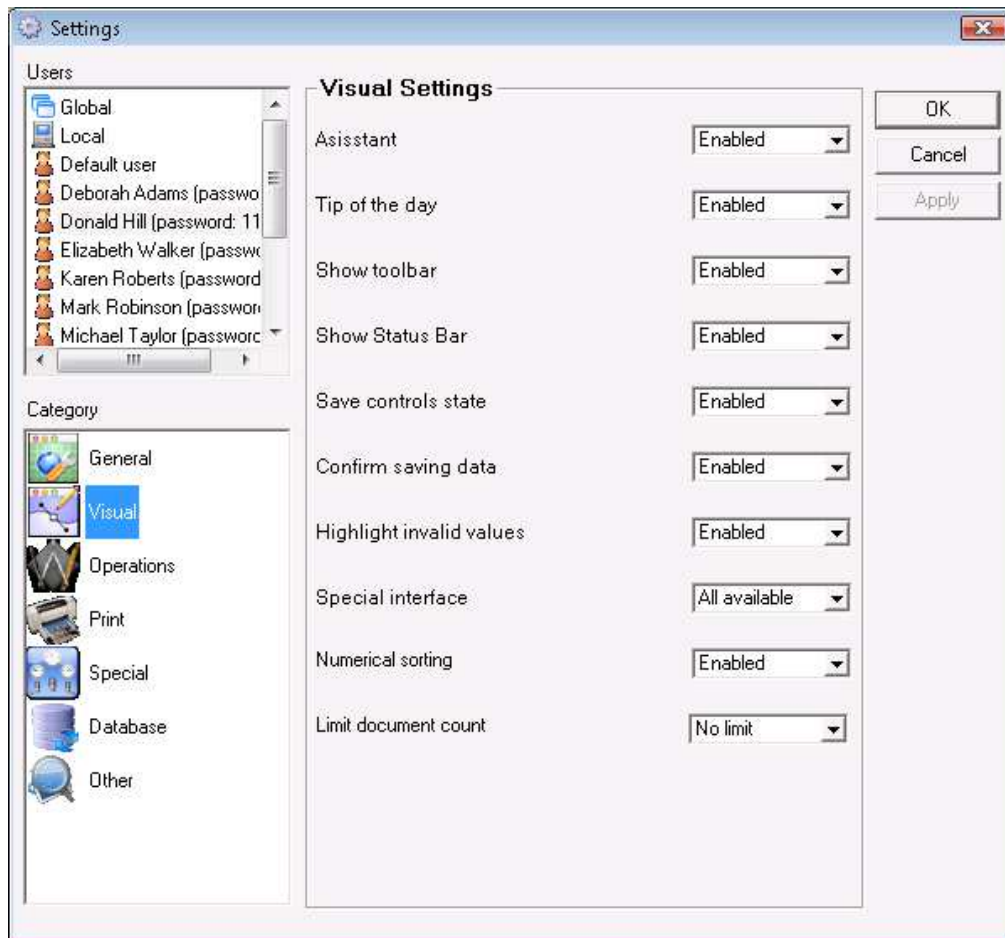
Use the **Price Format** option to define the format of prices in operations. For example, if you select 0.00, a price of 3 will be visualized as 3.00.

Use the **Quantity Format** option to define the format of quantities in operations. For example, if you select 0.000, a quantity of 20.1 will be visualized as 20.100.

Note:

You can choose the user to whom settings will be applied from the **Users** section. To apply the new settings press the **OK** button.

5.5 Visual



Enable the **Assistant** option to display screen tips when holding the mouse over controls (buttons, text fields, etc.).

Enable the **Tip of the day** option to display a randomly selected tip when the application starts.

Enable the **Show toolbar** option to display the toolbar when the application starts. The application remembers the size and position of the toolbar, as well as the order and number of buttons in it.

Enable the **Show Status Bar** option to visualize the status bar.

Enable the **Save controls state** option to save the windows' position, size, text fields, etc. before closing the application.

Enable the **Confirm saving data** option to display a confirmation window before saving data in operations.

Enable the **Highlight invalid values** option to display invalid values in red color (a sale price that is less than the purchase price, insufficient quantity in stock, etc.).

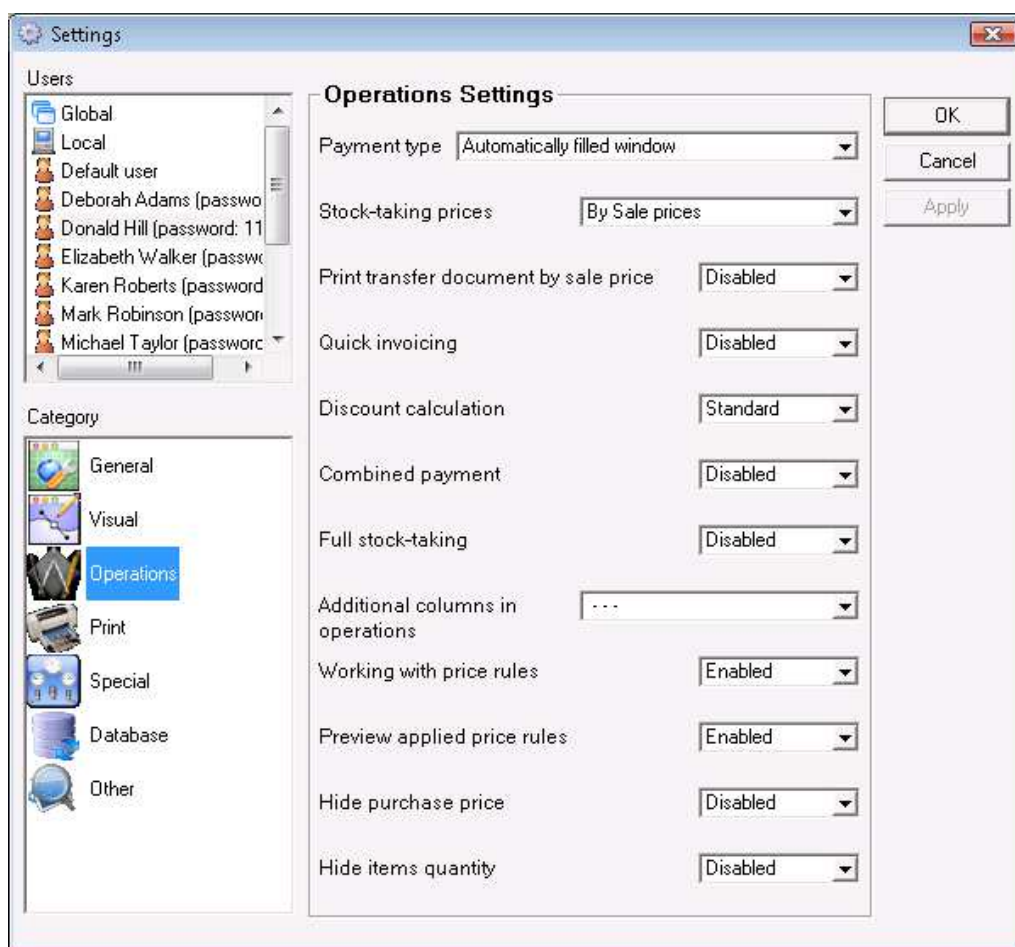
Enable the **Numerical sorting** option to sort lists using numeric codes (2< 10). Disable this option to sort lists using symbols (10<2).

Enable the **Limit document count** option to determine the number of documents, which will be displayed in Select document windows.

Note:

Settings can be applied to users, as well as to databases or for the whole application. You can choose the users from the **Users** section. To apply the new settings press the **OK** button.

5.6 Operations



Use the **Payment type** option to select one of the following payment types:

- *The total amount is paid* – no payments remain due
- *Manually filled window*– displays a payment window, in which amounts are filled manually
- *Automatically filled window* – displays a payment window, in which amounts are filled automatically
- *The total amount remains due* – the amount remains due, no payment is made upon the operation

Use the **Stocktaking prices** option to define what prices will be used when performing stocktaking

Enable the **Print transfer document by sale prices** to print transfer documents by sale prices. Disable the option to print transfer documents by purchase prices.

Enable the **Quick invoicing** option to generate invoices upon saving of operations.

Use the **Discount calculation** option to define the discount calculation method. The standard method uses the formula: $\text{Discount} = \text{Price} * \text{Discount} / 100$. The alternative method uses the formula: $\text{Discount} = \text{Price} * \text{Discount} / (100 + \text{Discount})$.

Enable the **Combined payment** option to define combined payment via *POS terminal* and *in cash*. Disable the option to define payment only via *POS terminal*, in which case any remaining amount is due.

The **Full stocktaking** option can be enabled only when working without lots. This allows you to set a quantity of zero for all items, not included in stocktaking.

Use the **Additional columns in operations** option to add selected columns in operation tables.

Enable the **Working with price rules** option to allow work with price rules.

You can enable the **Preview applied price rules** option only when working with price rules. When you save an operation, the application opens a window, containing a list of price rules, applied to the corresponding operation and showing how they affect the operation.

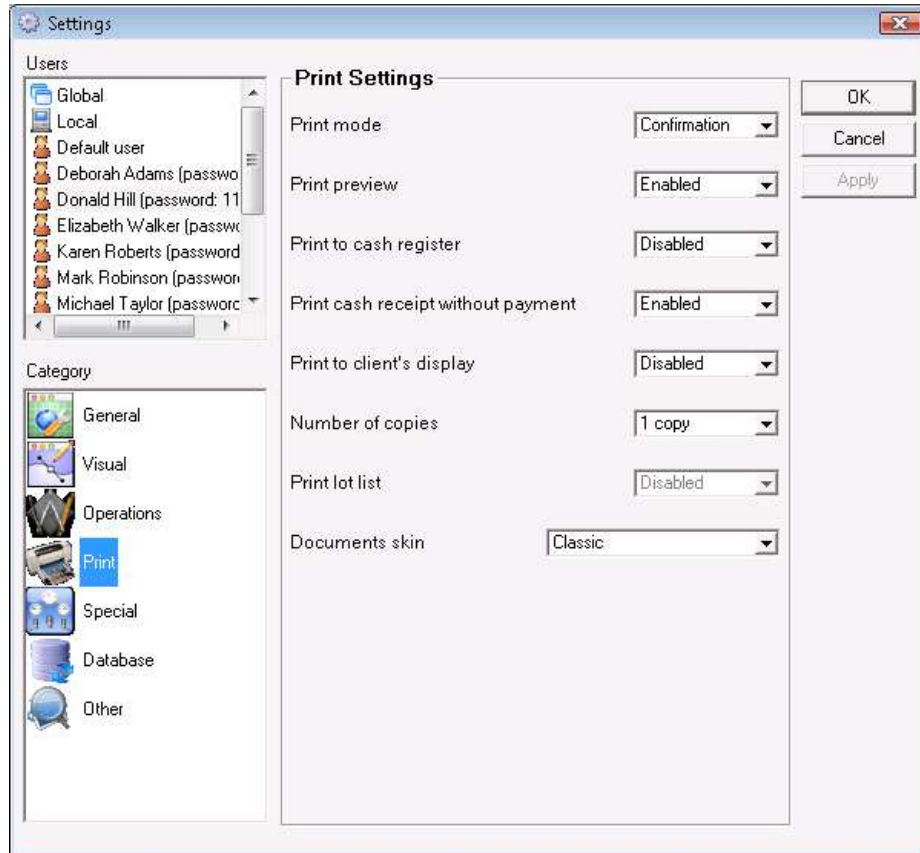
Enable the **Hide items quantity** option to hide item quantities for the selected location in the operations table.

Enable the **Hide purchase price** option to hide purchase prices in the items list, when performing an operation, as well as to hide them in all reports, containing purchase prices and purchase amounts.

Note:

Settings can be applied to users, as well as to databases or for the whole application. You can choose the users from the **Users** section. To apply the new settings press the **OK** button.

5.7 Print



Select **Never** in the **Print mode** drop-down list, if you do not wish to print documents. Select **Confirmation** to display a confirmation window before printing. Select **Always** to print documents directly.

Enable the **Print preview** option to display the document before printing.

Enable the **Print to cash register** option to pass operation data to a cash register.

Use the **Print cash receipt without payment** option to define whether to print a cash receipt if no payment has been made.

Use the **Print to client's display** option to define whether to display data on an external display, if such is connected.

Select the number of copies that will be printed in the **Number of copies** drop-down list.

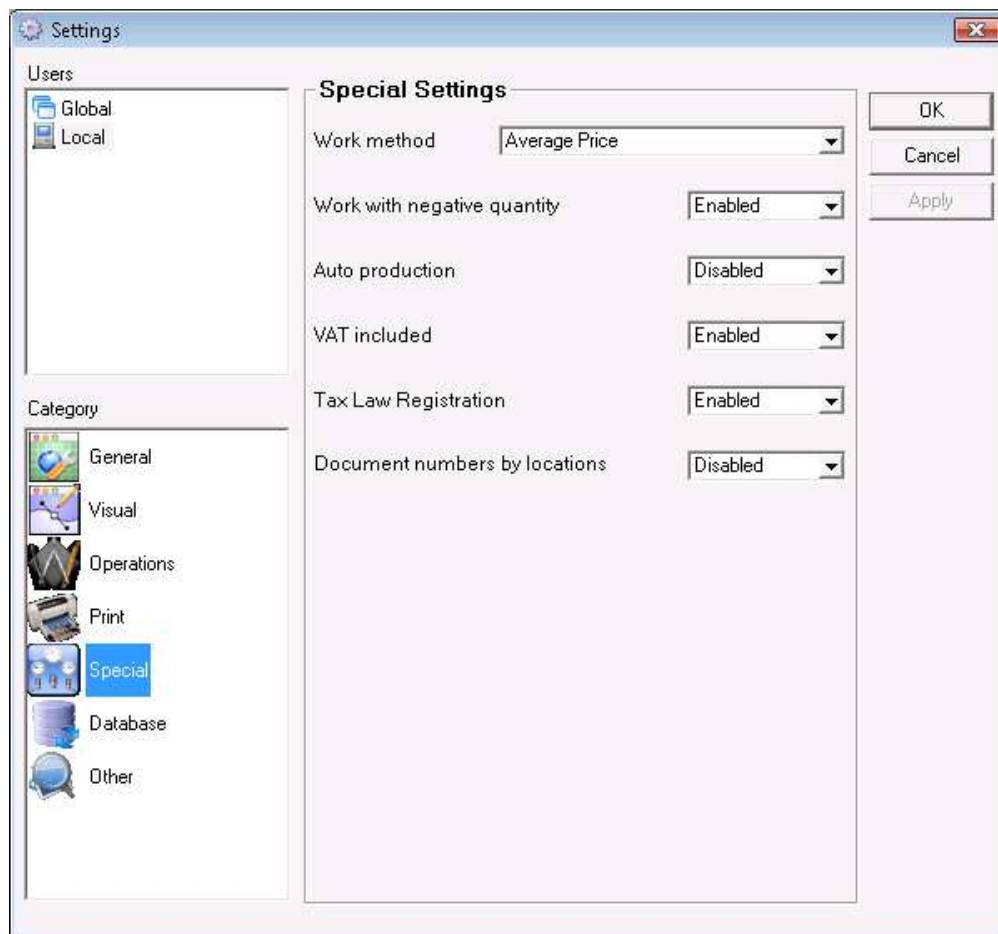
The **Print lot list** option is active only when working with lots. Enable it to print lot lists when saving operations. The list includes the code, name, measure, quantity and lot of all items in the operation.

Use the **Documents skin** option to define the visual style of all documents that will be printed.

Note:

Settings can be applied to users, as well as to databases or for the whole application. You can choose the users from the **Users** section. To apply the new settings press the **OK** button.

5.8 Special



Attention! Apply special settings only when you start the application. It is not recommended to apply them while working, as this can lead to changes in already entered data!

You can choose between the following **Work methods**:

- *Average price* – lots are disabled and an average purchase price is formed
- *Last purchase price* – lots are disabled and the last entered purchase price is used
- *FIFO* - lots are enabled and items are written-off following the rule “first in – first out”, i.e. the first incoming lot is the first to be written-off
- *LIFO* - lots are enabled and items are written-off following the rule “last in – first out”, i.e. the last incoming lot is the first to be written-off
- *Select lots* – lots are enabled and items can be written-off from a selected lot

Use the **Work with negative quantity** option to determine whether to allow work with negative item quantities in databases.

You can enable the **Auto production** option only when working with negative quantities. The products/recipes are automatically produced upon sale without having to perform the operation "Production". When the production operation is performed, the raw material recipes used for the main recipe are automatically produced.

Enable the **VAT included** option to include VAT in all prices. Disable the option to display VAT on a separate row.

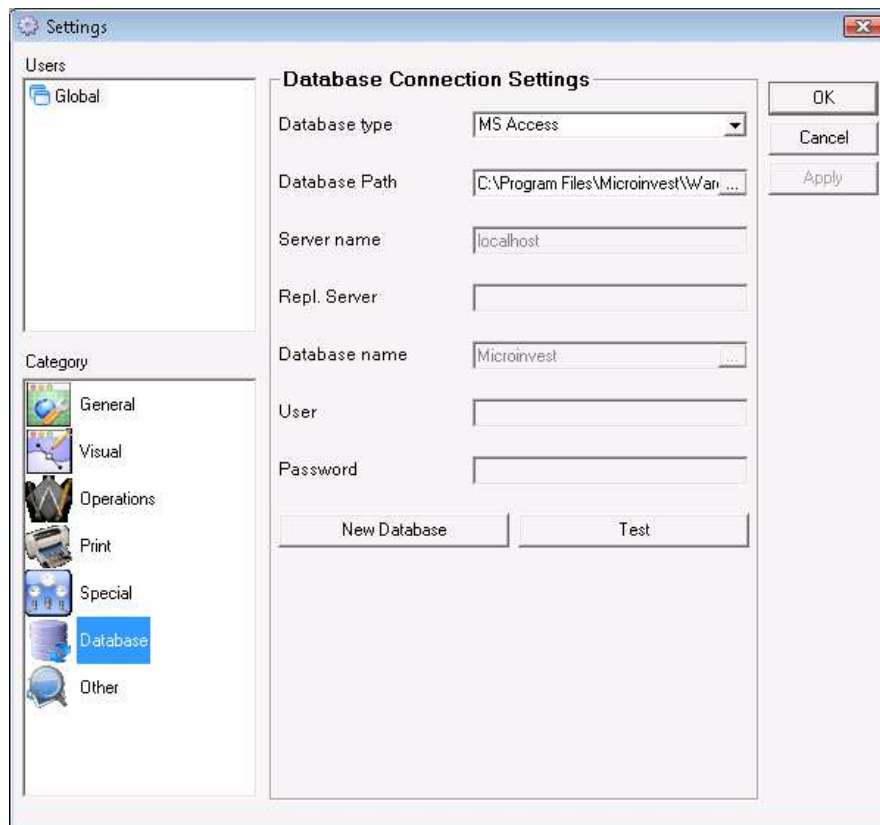
Use the **Tax Law Registration** option to determine whether the application will include VAT.

Enable the **Document numbers by locations** option to allow selection of initial document number in **Locations** for each document type.

Note:

Special settings cannot be applied to particular users. You can apply special settings for the application or for the database. To apply the new settings click the **OK** button and confirm your choice in the pop-up window.

5.9 Database



The screenshot shows the 'Settings' window with the 'Database Connection Settings' tab selected. On the left, there is a 'Users' list with 'Global' selected and a 'Category' list with 'Database' selected. The main area contains the following fields:

- Database type: MS Access (dropdown)
- Database Path: C:\Program Files\Microinvest\War ... (text box)
- Server name: localhost (text box)
- Repl. Server: (empty text box)
- Database name: Microinvest (text box)
- User: (empty text box)
- Password: (empty text box)

At the bottom of the settings area are two buttons: 'New Database' and 'Test'. On the right side of the window are three buttons: 'OK', 'Cancel', and 'Apply'.

Use the **Database type** option to define the database type in the application. You can choose between MS Access, MSDE, MySQL, SQL Server or Oracle.

The **Database path** option shows the database path, when MS Access database type is selected.

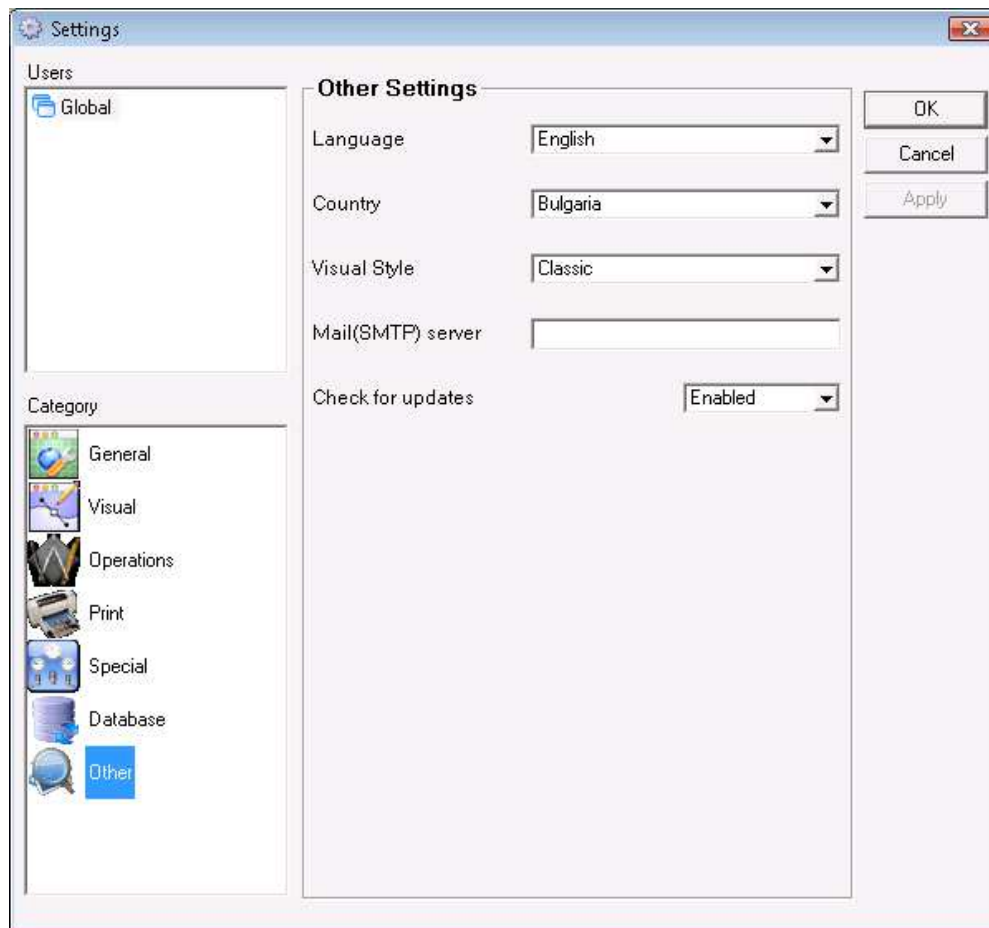
If you select a database type other than MS Access, the **Server name**, **Repl. Server**, **Database name**, **User** and **Password** fields display the parameters of the server connection and the database name.

Click on the **New Database** button to open the **Create New Database** window. Click on the **Test** button to test the connection with the database of the selected type.

Note:

Database settings cannot be applied to particular users. You can apply database settings for the application. To apply the new settings click the **OK** button and confirm your choice in the pop-up window.

5.10 Other Settings



Use the **Language** option to set the interface language.

Use the **Visual Style** option to define the visual style of windows and icons.

Use the **Mail (SMTP) Server** option to define the SMTP server for sending of e-mail messages. It is recommended that only administrators use this option.

Use the **Check for updates** option to enable or disable Internet updating of the application from the Help menu.

Note:

Other settings cannot be applied to particular users or databases. You can apply them for the whole application. To apply the new settings click the **OK** button and confirm your choice in the pop-up window.

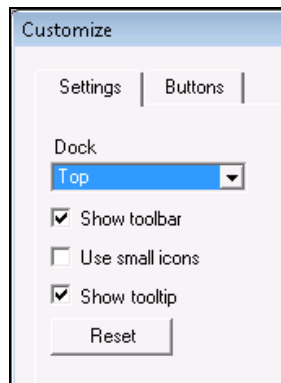
6. View

6.1 Customize Toolbar

Right-click on the toolbar to open the **Customize** menu:



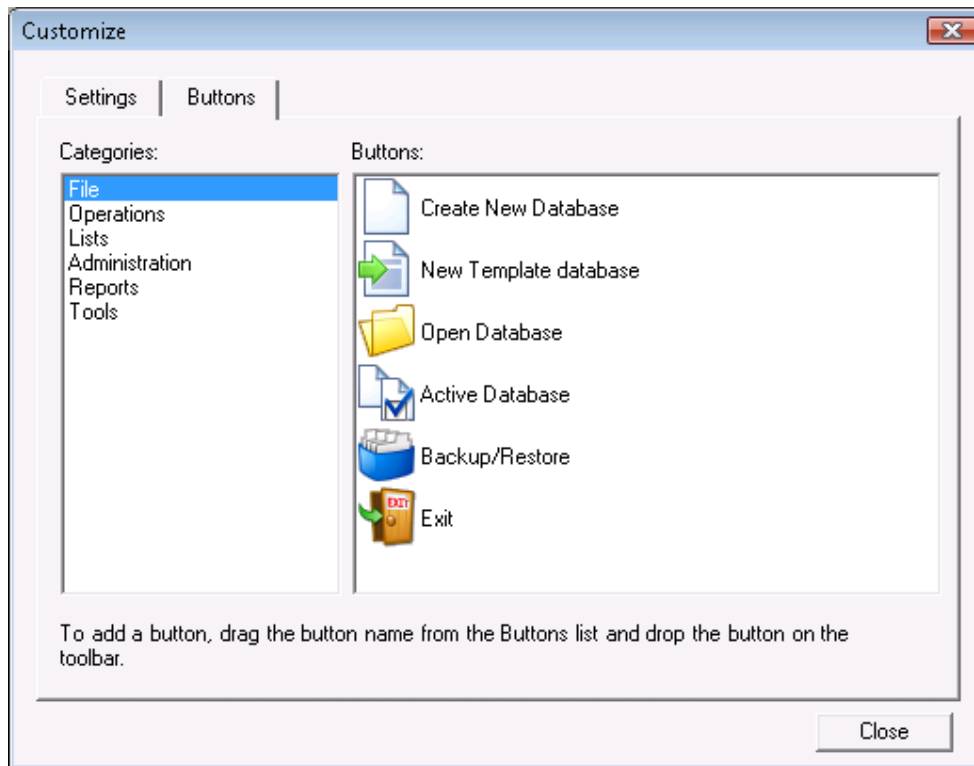
You can open the Customize window from the **View -> Customize toolbar** menu as well.



Use the first tab of the **Customize** window to select how to place and view the toolbar. You can dock the toolbar top, bottom, left or right or leave it floating on the screen. To hide the toolbar uncheck **Show toolbar**. Check **Use small icons** to reduce the size of the toolbar and the buttons. Check **Show tooltip** to display screen tips when holding the mouse over buttons.

Click the **Reset** button to restore the default button settings of the application.

Use the second tab of the **Customize** window to add buttons. Simply drag the button and drop it on the toolbar.

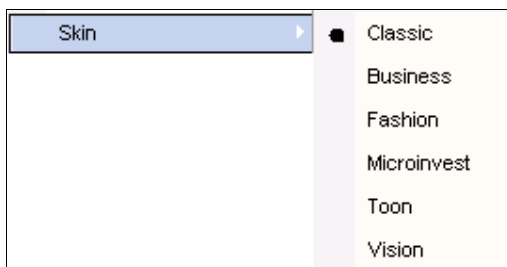


Right-click on any button on the toolbar to open a pop-up menu with two options:

- *Reset* – analogical to the **Reset** button, loads the default buttons;
- *Delete* – deletes the selected button.

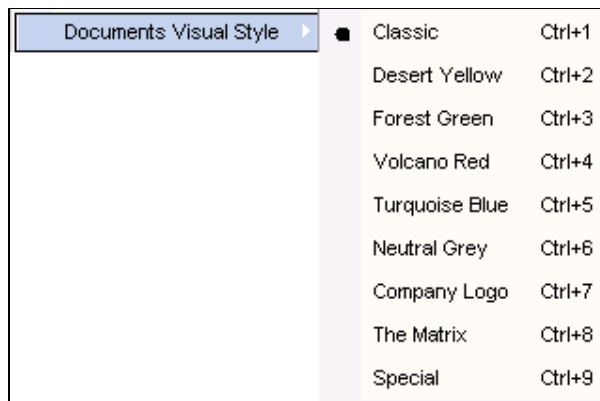
6.2 Skin

You can change the **skin of all windows and icons** in the program by selecting one of the following options.



6.3 Document Visual Style

Choose the **document visual style** created with the program by selecting one of the following options: Classic, Desert Yellow, Forest Green, Volcano Red, Turquoise Blue, Neutral Grey, Company Logo, The Matrix and Special.



Note:

You can place your own company logo on created documents. To do so, replace the file logo.bmp in the program directory with your own company logo. The file size must be 350 x 90 pixels at 96 dpi.

6.4 Toolbar

Enable this option to display the **Toolbar** on the screen.

You can place the **Toolbar** anywhere on the screen. When you move the cursor over the left end of the toolbar, you will be able to drag and drop it on the screen. You can leave it floating or dock it to the top, bottom, left or right border of the screen.

If you choose to leave the toolbar floating, you can change its width or close it.

The toolbar can contain large or small icons depending on the applied settings.

6.5 Status Bar

Enable this option to display the **Status Bar** on the screen.

Donald Hill (password: 1111)	30.03.2009 10:02:51	Microinvest Ltd
------------------------------	---------------------	-----------------

Double-click on **Default User** to open the **Change Active User** window. Select user name from the drop-down list and enter a valid password. This will change the name of the active user on the Status bar.

Double-click on the current date to open the **Calendar** window.

Double-click on **Default Company** to open the **Input Company Data** window. This will change the name of the location on the Status bar.

6.6 Window

1. Close Active Window

Use this menu to close the active window. This function is useful when you do not wish to search for the Close button of the window. You can use it multiple times if more windows are open.

2. Close All Windows

Use this menu to close all open windows in the application. This function is useful when you wish to simultaneously close all open windows in the program. The application remains active.

3. Cascade

Use the **Cascade** menu to optimize window size and stack windows so that each window title bar is visible. You can activate a window by clicking on its title bar. Furthermore, this function allows you to find a hidden window in the application.

4. Tile Windows Horizontally

Use this menu to arrange windows top to bottom on the screen. All title bars are visible and you can activate each window by clicking on its title bar. This function is useful if you wish to work with the whole width of the desktop.

5. Tile Windows Vertically

Use this menu to arrange windows left to right on the screen. All title bars are visible and you can activate each window by clicking on its title bar. Furthermore, this function allows you to find a hidden window in the application.

6. Restore Default Window Settings

Microinvest Warehouse Pro stores the settings of each window the way the user left it the last time he used the application - size, window placement, filters, etc. Use the **Restore Default Window Settings** function to restore window settings the way they were after the initial installation of the application.

You need to confirm the operation in the confirmation window.

Introduction to **Microinvest Warehouse Pro Light**

Microinvest Warehouse Pro Light is a specialized product for automation of operators' workstations. The work of cashiers and waiters is covered on a professional level through a separate and highly specialized application. The need for an additional product for these activities is determined by the specifics of the field and the support of a broader set of additional hardware. This module contains a number of specific requirements for fast and quality servicing, effective work and a number of operations, accelerating customer servicing processes and generating of reports.

Microinvest Warehouse Pro Light is in the Front Office category, i.e. this is the application which serves customers directly.

Due to work specifics, **Microinvest Warehouse Pro Light** introduces additional concepts and expands part of the standard characteristics. Computer requirements are lower for this application, which allows cheaper computer configurations and reduces the price for the whole system.

Hardware and Software Requirements

3. Hardware requirements:

➤ *Minimum*

- Processor – Pentium II 500MHz;
- RAM – 128MB;
- HDD – 10GB.

➤ *Recommended:*

- 1.2 GHz processor or faster;
- 256MB RAM or more;
- 20GB hard drive or more;
- Network interface;
- Printer.

4. Software requirements:

- Operating System: Windows 98, Windows 2000 SP4, Windows XP SP2, Windows 2003, Windows Vista;
- If you are planning to use SQL databases, you must install an SQL server (MSDE, MSSQL Server, MySQL or Oracle) on one of the computers.

Work with Servers

Microinvest Warehouse Pro Light works with servers, using the same technology as **Microinvest Warehouse Pro**. For more information, see the corresponding chapter in this document.

Application Installation

The installation process is similar to the installation of **Microinvest Warehouse Pro**. What is particular in this case is that the installation does not require additional components and is considerably faster. In order to facilitate the procedure, it is necessary that:

- The operation system MS Windows is stable;

- The date format in Short Date Format is dd.mm.yyyy

The application can be installed from a CD-ROM or through an installation file, which can be downloaded from our site <http://www.microinvest.net>.

Installing from CD-ROM or through the Internet

Microinvest Warehouse Pro Light is installed, using the same technology as **Microinvest Warehouse Pro**. For more information, see the corresponding chapter for **Microinvest Warehouse Pro** in this document.

Possible Problems During Installation

The installation of **Microinvest Warehouse Pro Light** usually runs smoothly without any complications. The installation is considerably shorter than the installation of the main application.

Several problems are possible during installation:

- On a hardware level, there may not be enough free disk space on Local Disk C, where the application is installed by default. It is recommended to have free disk space of 1GB or more. Please, provide enough free disk space, in case it is insufficient.
- The installation must be performed by a user with administrative access rights and not by a user with restricted rights, such as *User* or *Guest*.
- If the application will be used with a user account as well, it must be installed under this account too. The corresponding access rights of this user must be given, for example transferring of the user in the Power User section.
- Upon selecting English from the "*Language*" menu it is possible that illegible characters appear on the screen. To solve this problem, go to "Control panel" and select "*Regional and Language options*". From the drop-down list select "English" and from the *Advanced* button select "English" again.

Licensing of Microinvest Warehouse Pro Light

Licensing of **Microinvest Warehouse Pro Light** can be done through **Hardware license, Online activation, Licensing through the Internet site** and **Licensing by phone**. The technology is the same as with **Microinvest Warehouse Pro** and is described in the corresponding instructions for **Microinvest Warehouse Pro** in this document. The only difference is that the licensing window is opened by keyboard shortcut **Ctrl+R**.

Work in Network

The work in network with **Microinvest Warehouse Pro Light** is the same as the work in network with **Microinvest Warehouse Pro**. The necessary information is provided in the description of **Microinvest Warehouse Pro** in this document. All principles are analogical and there are no differences in the settings or using of the application compared to **Microinvest Warehouse Pro**.

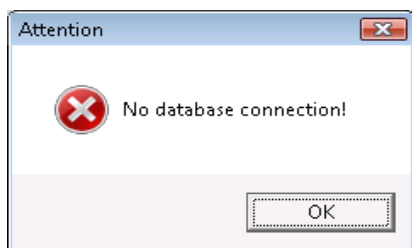
II. Starting up with *Microinvest Warehouse Pro Light*

Microinvest Warehouse Pro Light is a modern system for warehouse management. It is suitable for automation of the workstations of cashiers and operators. The system is highly optimized for quick and convenient work. Special attention is paid to customer servicing regarding work speed and management of additional hardware like fiscal printer, cash register, client display, barcode scanner, scales, etc.

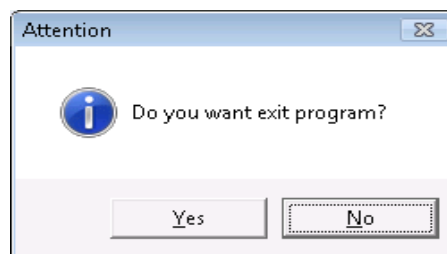
1. Open Database

Microinvest Warehouse Pro Light cannot work independently and build an integral system. This is the so called Front Office and **Microinvest Warehouse Pro Light** works only with specific operations like Sales, Orders, Refunds and Customer Receipts. For this reason you cannot create databases in this application. You must create them in advance in **Microinvest Warehouse Pro**.

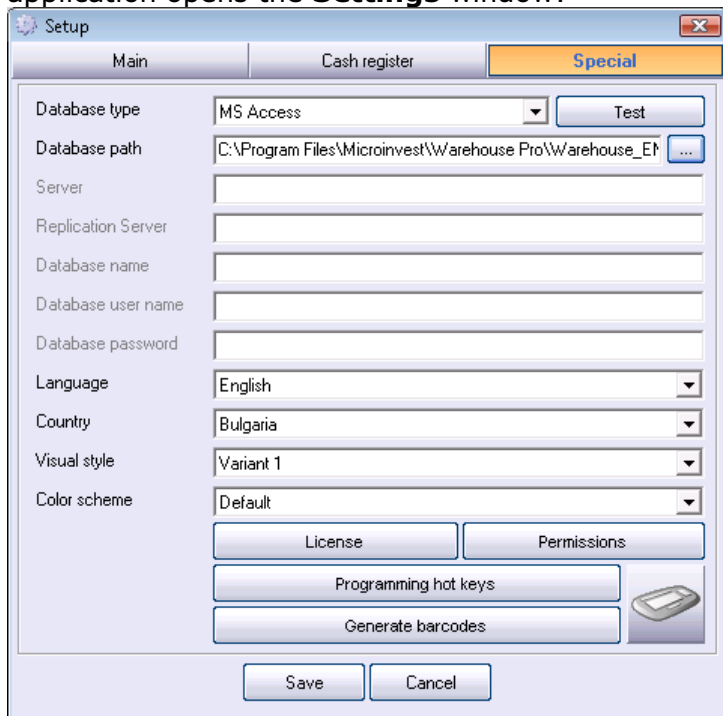
When you start **Microinvest Warehouse Pro Light** for the first time, the following message appears:



This is normal, because the application is not set and there is no connection with the database. Click the **OK** button. The application opens a new window:



it is important to select **No**, because you do not wish to exit the application. If you click **No**, the application opens the **Settings** window:



This window is completely analogical to the corresponding window in **Microinvest Warehouse Pro** and contains the same settings. When you select the

corresponding database or server you must fill in the data in the corresponding fields. You will find a full description of this window in the section about **Microinvest Warehouse Pro** in this document.

The system settings are made only upon initial starting of the application. After that **Microinvest Warehouse Pro Light** automatically loads the selected database.

III. Work Modes in **Microinvest Warehouse Pro Light**

Microinvest Warehouse Pro Light has several work modes. The most important ones are:

- **Point of Sale;**
- **Restaurant.**

The **Point of sale** mode is suitable for work in supermarkets, stores or fast food restaurants. In this mode operators can quickly perform sales, payments and apply the corresponding discounts to customers. The procedure is very simplified – creating of a bill, closing, payment and then following the same sequence.

The **Restaurant** mode has a specific interface and is suitable for work in restaurants, coffee shops and other similar shops. This work mode has a technology for opening of an order, intermediate closing of an order, adding of new items to an existing order and final closing of the order. For these processes the corresponding intermediate notes are issued and data is sent to various kitchen and fiscal printers.

You can start the two work modes of the application by clicking the corresponding icons on the desktop.

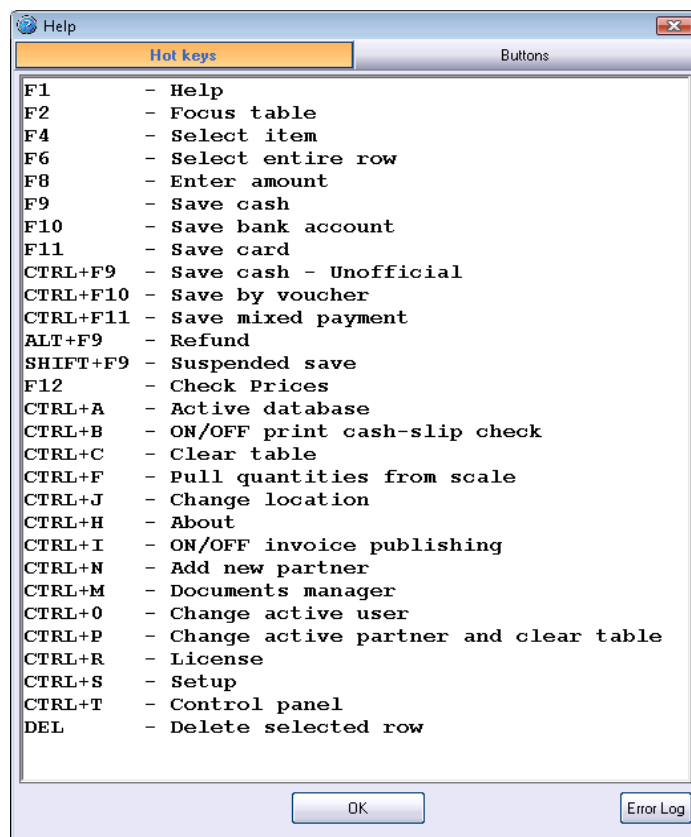
The icon of the **Point of sale** mode is:



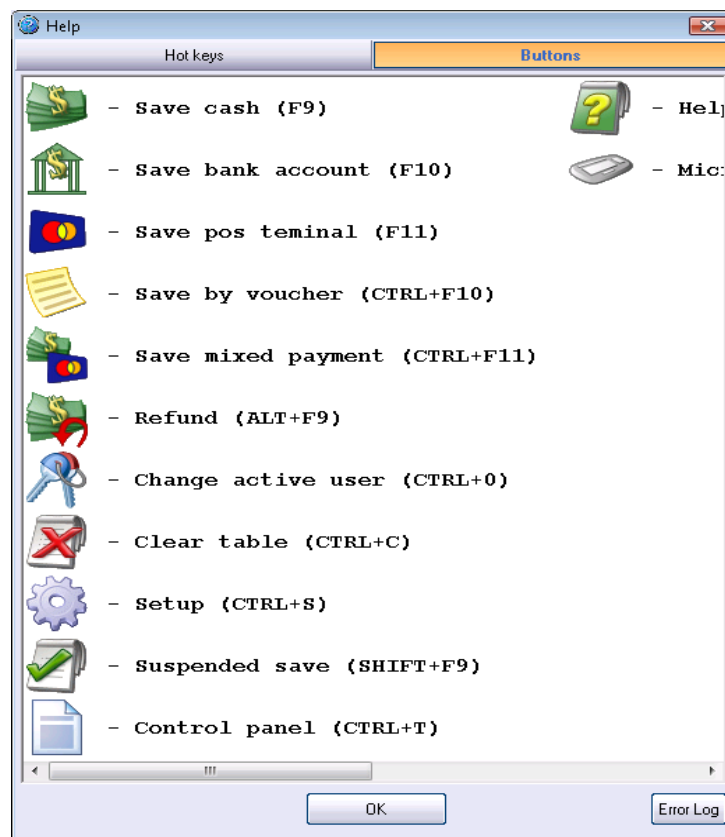
The icon of the **Restaurant** mode is:



Please note that the system setting is common for both and if changes are made in one of the modes, this affects the application and the other mode as well. You can open the help system in the two modes by pressing **F1**. This window contains a description of the keyboard shortcuts in the application:

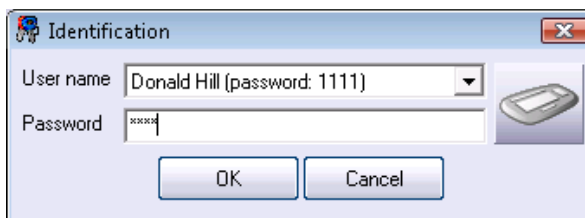


As well as the function of the buttons:



1.Point of Sale Mode

This is a special mode for work in supermarkets, stores and fast food restaurants. When you start the application the system parameters are checked and the main window of the application opens, along with a log in window. Logging in is used for identification of the user, as well as for loading of the user's personal commercial operations and access rights. To log in, select your user name in the first field and enter your password in the field below (the user account must be created in **Microinvest Warehouse Pro**):

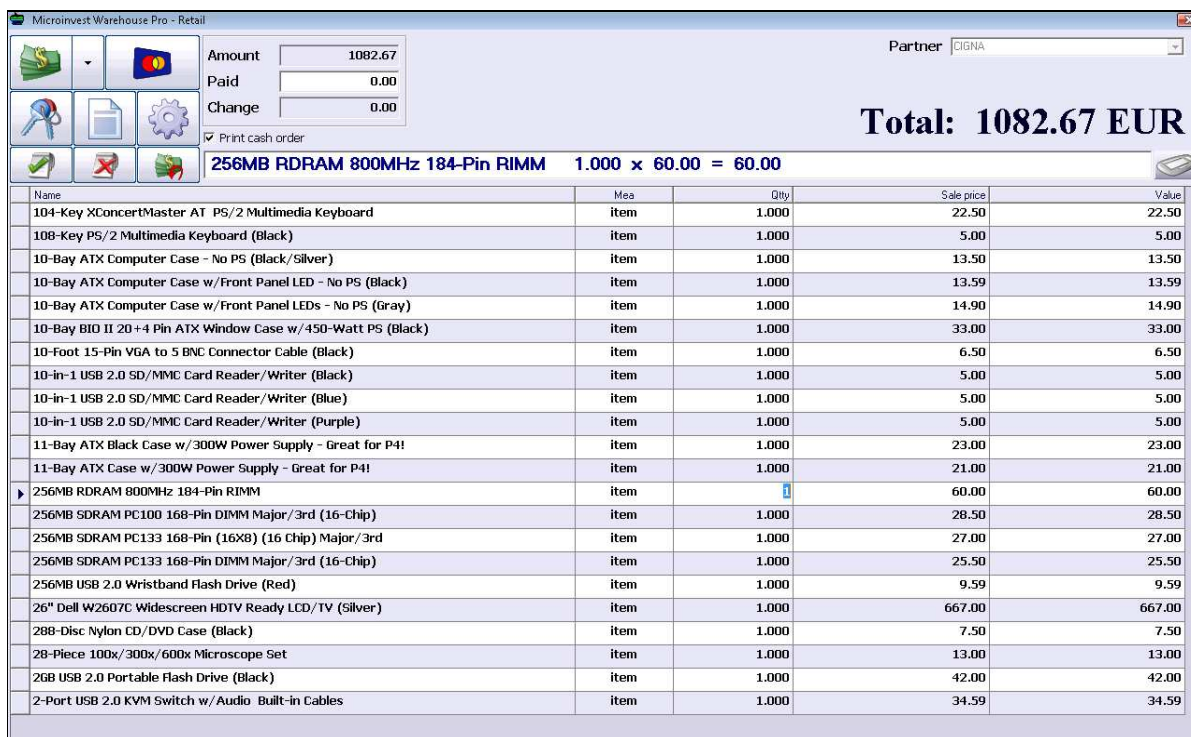
A small dialog box titled "Identification" with a close button (X) in the top right corner. It contains two input fields: "User name" with a dropdown menu showing "Donald Hill (password: 1111)" and "Password" with a masked input field showing "xxxxxx". There are "OK" and "Cancel" buttons at the bottom. A small icon of a handheld device is on the right side.

When the user login is successfully completed, the application opens the main window of the **Point of Sale** mode.

Attention!

When you initially start the application you must enter some additional data. The application opens the **Select location** window. You must select a location from the list. To change the location, use the keyboard or keyboard shortcut **Ctrl+J** (the locations list depends on the active database). Then you must select a partner. The database contains specific information about each partner, as well as price groups and discounts for him. To select a partner click in the **Partner** field and select one from the list.

When **Location** and **Partner** are already selected, you can perform sales. The window has the following appearance:

A screenshot of the "Microinvest Warehouse Pro - Retail" application window. The window has a title bar and a menu bar. On the left, there are icons for currency, printer, and other functions. The main area is divided into sections. The top right shows "Partner" as "CIGNA". Below this, the "Total" is displayed as "1082.67 EUR". The middle section shows a summary of the current sale: "256MB RDRAM 800MHz 184-Pin RIMM 1.000 x 60.00 = 60.00". The bottom section is a table with columns: Name, Mea, Qty, Sale price, and Value. The table lists various items and their quantities and prices. The "256MB RDRAM 800MHz 184-Pin RIMM" item is highlighted in blue.

Name	Mea	Qty	Sale price	Value
104-Key XConcertMaster AT PS/2 Multimedia Keyboard	item	1.000	22.50	22.50
108-Key PS/2 Multimedia Keyboard (Black)	item	1.000	5.00	5.00
10-Bay ATX Computer Case - No PS (Black/Silver)	item	1.000	13.50	13.50
10-Bay ATX Computer Case w/Front Panel LED - No PS (Black)	item	1.000	13.59	13.59
10-Bay ATX Computer Case w/Front Panel LEDs - No PS (Gray)	item	1.000	14.90	14.90
10-Bay BIO II 20 +4 Pin ATX Window Case w/450-Watt PS (Black)	item	1.000	33.00	33.00
10-Foot 15-Pin VGA to 5 BNC Connector Cable (Black)	item	1.000	6.50	6.50
10-in-1 USB 2.0 SD/MMC Card Reader/Writer (Black)	item	1.000	5.00	5.00
10-in-1 USB 2.0 SD/MMC Card Reader/Writer (Blue)	item	1.000	5.00	5.00
10-in-1 USB 2.0 SD/MMC Card Reader/Writer (Purple)	item	1.000	5.00	5.00
11-Bay ATX Black Case w/300W Power Supply - Great for P4!	item	1.000	23.00	23.00
11-Bay ATX Case w/300W Power Supply - Great for P4!	item	1.000	21.00	21.00
256MB RDRAM 800MHz 184-Pin RIMM	item	1.000	60.00	60.00
256MB SDRAM PC100 168-Pin DIMM Major/3rd (16-Chip)	item	1.000	28.50	28.50
256MB SDRAM PC133 168-Pin (16X8) (16 Chip) Major/3rd	item	1.000	27.00	27.00
256MB SDRAM PC133 168-Pin DIMM Major/3rd (16-Chip)	item	1.000	25.50	25.50
256MB USB 2.0 Wristband Flash Drive (Red)	item	1.000	9.59	9.59
26" Dell W2607C Widescreen HDTV Ready LCD/TV (Silver)	item	1.000	667.00	667.00
288-Disc Nylon CD/DVD Case (Black)	item	1.000	7.50	7.50
28-Piece 100x/300x/600x Microscope Set	item	1.000	13.00	13.00
2GB USB 2.0 Portable Flash Drive (Black)	item	1.000	42.00	42.00
2-Port USB 2.0 KVM Switch w/Audio Built-in Cables	item	1.000	34.59	34.59

The upper part of the window contains the application management controls (buttons and payment fields), whereas:

Suspended save:



This button allows the operator to open a second bill - if the first customer selects additional items, to be able to serve the second customer. This minimizes servicing time for a group of customers.

Delete – suspended save:



If for some reason the first customer rejects his order, this button deletes the selected items and a new bill can be opened.

Refund:



Refunding is done when the item has expired or its integrity is broken. Refunding in **Microinvest Warehouse Pro Light – Point of Sale** is done through standard item selection, described in this manual. You must complete the refunding items list and use keyboard shortcut **Alt+F9** (this is the keyboard shortcut for saving of refunding). The refunding is completed and the item is saved in the database and the corresponding quantity is returned in the warehouse.

The bottom part of the window contains a table with a list of the selected items and their parameters.

The point of sale mode can be started in two visual styles:

1.1 Visual Style 1

Microinvest Warehouse Pro - Retail

Amount: 1082.67
Paid: 0.00
Change: 0.00

Partner: CIGNA

Total: 1082.67 EUR

☒ Print cash order

256MB RDRAM 800MHz 184-Pin RIMM 1.000 x 60.00 = 60.00

Name	Mea	Qty	Sale price	Value
104-Key XConcertMaster AT PS/2 Multimedia Keyboard	item	1.000	22.50	22.50
108-Key PS/2 Multimedia Keyboard (Black)	item	1.000	5.00	5.00
10-Bay ATX Computer Case - No PS (Black/Silver)	item	1.000	13.50	13.50
10-Bay ATX Computer Case w/Front Panel LED - No PS (Black)	item	1.000	13.59	13.59
10-Bay ATX Computer Case w/Front Panel LEDs - No PS (Gray)	item	1.000	14.90	14.90
10-Bay BIO II 20+4 Pin ATX Window Case w/450-Watt PS (Black)	item	1.000	33.00	33.00
10-Foot 15-Pin VGA to 5 BNC Connector Cable (Black)	item	1.000	6.50	6.50
10-in-1 USB 2.0 SD/MMC Card Reader/Writer (Black)	item	1.000	5.00	5.00
10-in-1 USB 2.0 SD/MMC Card Reader/Writer (Blue)	item	1.000	5.00	5.00
10-in-1 USB 2.0 SD/MMC Card Reader/Writer (Purple)	item	1.000	5.00	5.00
11-Bay ATX Black Case w/300W Power Supply - Great for P4!	item	1.000	23.00	23.00
11-Bay ATX Case w/300W Power Supply - Great for P4!	item	1.000	21.00	21.00
256MB RDRAM 800MHz 184-Pin RIMM	item	1	60.00	60.00
256MB SDRAM PC100 168-Pin DIMM Major/3rd (16-Chip)	item	1.000	28.50	28.50
256MB SDRAM PC133 168-Pin (16X8) (16 Chip) Major/3rd	item	1.000	27.00	27.00
256MB SDRAM PC133 168-Pin DIMM Major/3rd (16-Chip)	item	1.000	25.50	25.50
256MB USB 2.0 Wristband Flash Drive (Red)	item	1.000	9.59	9.59
26" Dell W2607C Widescreen HDTV Ready LCD/TV (Silver)	item	1.000	667.00	667.00
288-Disc Nylon CD/DVD Case (Black)	item	1.000	7.50	7.50
28-Piece 100x/300x/600x Microscope Set	item	1.000	13.00	13.00
2GB USB 2.0 Portable Flash Drive (Black)	item	1.000	42.00	42.00
2-Port USB 2.0 KVM Switch w/Audio Built-in Cables	item	1.000	34.59	34.59

ESC F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12

1 2 3 4 5 6 7 8 9 0 - = BackSpace

TAB q w e r t y u i o p []

CAPS a s d f g h j k l ; ' \

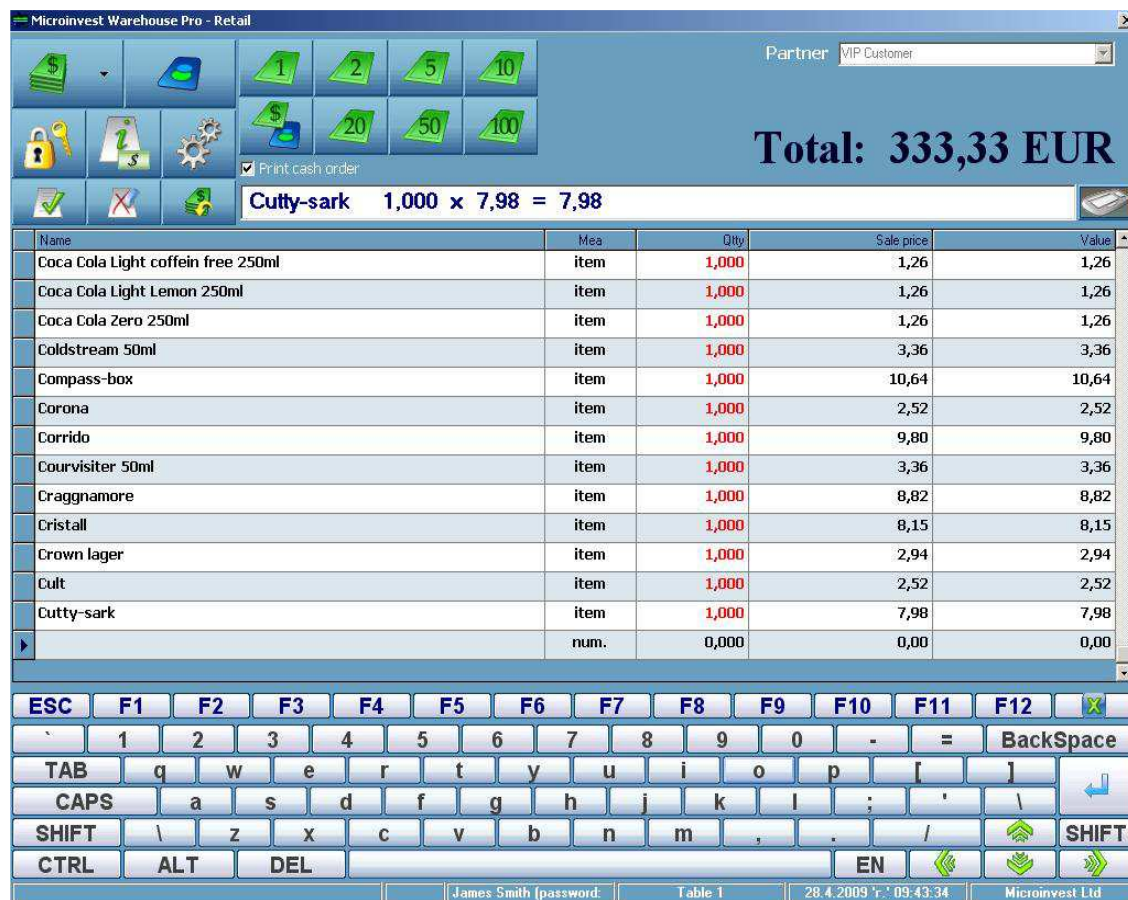
SHIFT \ z x c v b n m , . /

CTRL ALT DEL EN

Donald Hill (password: 1111) Sofia Central Warehouse 30.03.2009 10:18:02 Microinvest Ltd

This visual style is optimized for work with keyboard and mouse. The virtual keyboard adds more convenience during work in this mode.

1.2 Visual Style 2



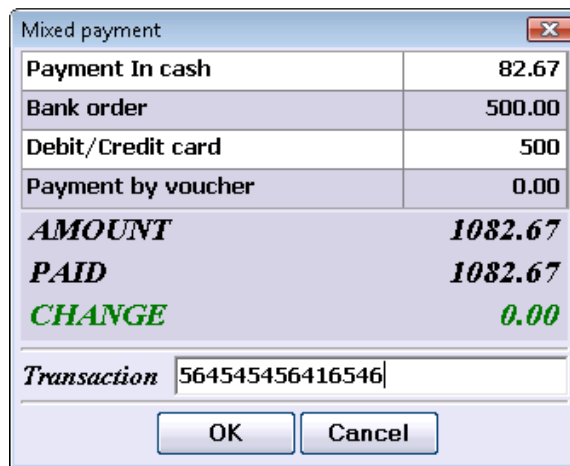
This visual style is suitable mostly for work with Touch Screen and POS terminals. The most frequently used functions are brought as buttons, which are optimized for faster and easier work with the module.

Banknote denomination selection in the **Point of Sale** mode.



Through the denomination buttons you can speed up the completion of operations. You can select a denomination and the application will automatically calculate the change. The lowest left button is used for mixed

payment. **Mixed payment** allows entering of selected amounts defined in **Microinvest Warehouse Pro**.



Mixed payment dialog box showing payment details:

Payment In cash	82.67
Bank order	500.00
Debit/Credit card	500
Payment by voucher	0.00
AMOUNT	1082.67
PAID	1082.67
CHANGE	0.00
Transaction	564545456416546

Buttons: OK, Cancel

1.3 Selecting Items

The main part of the work with the application is the selection of items. You can do this in several ways – through the keyboard, the mouse, a barcode reader or another device. The various methods for selection of items are optimized for speed.

✓ Selecting items through the keyboard and the Items window

You can select items through the keyboard. The most universal way is by pressing **F4** in the items field. This will visualize the items window with a table of all available items and their additional parameters – code, name, price, quantity, etc.



Items selection dialog box showing a table of items:

Code	Name	Mea	Sale price
701	Absente	item	2.66
347	Absolut	item	7.95
702	After-shock	item	2.69
102	Almus	item	1.68
703	Amaretto	item	2.63
103	Amstel	item	1.68
134	Anchor	item	2.52
344	Bacardi	item	7.00
704	Baileys	item	2.80
381	Balblair	item	9.80
382	Ballantines	item	7.28
133	Bass	item	2.52
601	Beaujolais Villages	item	5.60

Buttons: OK, Cancel, New

Sort by: Name

Quick search:

☒ filter ☐ global

OK - ENTER / Cancel - ESC / New - F2

Click the desired item and click the **OK** button to confirm. To close this window without selecting an item click the **Cancel** button. Please note the following:

- You can select several items at a time. Hold down the **Ctrl** or **Shift** key and click the corresponding rows.

- Items can be sorted by several criteria. In the drop-down list you can sort the items by code, name, quantity or price.
- If you enter symbols or numbers from the keyboard, the application will find all items, matching the data you have entered.
- If you check "*Filter*" you can filter only items, matching the entered symbols. For example, if you enter "*Coca Cola*", the application will display only items of this company.
- You can enter a new item by clicking the **New** button. This is useful when operators receive a new item which does not exist in the list and they wish to sell it.

Click the **OK** button to close the **Items** window and transfer the selected items to the main application window. New rows are added to the table and data for the corresponding items is filled.

✓ **Quick item selection through the keyboard**

The application features quick item selection methods through the keyboard. The easiest and most intuitive method is by entering of the item code in the window. Fill in the item code and press **Enter**. The application will find the desired item. This method is quick, easy and convenient for the operators, because they can use only the num lock keys. There is an additional function for code entering. If you enter an incomplete or partially matching code, the application will visualize the **Items** window and will highlight the row containing the item with the matching code.

You can use the keyboard to enter an item name. If there is a complete match, the item will be added to the table. If there is a partial match, the application will visualize the **Items** window will highlight the row containing the item with the matching name.

✓ **Quick item selection through a barcode reader**

To enter an item through a barcode reader you must scan the item and if such code exists, the application will automatically find the item. It is important to know the following: if you enter a number – for example 5, before you scan the barcode, the application will enter 5 as quantity of the scanned item. This will save you time, because rather than looking for the corresponding quantity field, you can do the following: "Enter 5 of this item".

✓ **Item selection through the mouse**

Double-click the corresponding field for item selection to open the items list. Work is analogical to pressing F4 and is described in Selecting items through the keyboard.

✓ **Easier Item Selection**

For easier and faster item selection you can enter the **item code** in the **Name** field and press **Enter** :

Name	Mea	Qty	Sale price	Value
344	num.	0.000	0.00	0.00

The application finds the item and adds it to the list with items for sale:

Name	Mea	Qty	Sale price	Value
Bacardi	item	1	7.00	7.00

You can enter items through a **barcode reader** by scanning the item with the barcode reader.

Name	Mea	Qty	Sale price	Value
Baileys	item	2.000	2.80	5.60
Balblair	item	5.000	9.80	49.00
Ballantines	item	1.000	7.28	7.28
Bass	item	3.000	2.52	7.56
Beaujolais Villages	item	4.000	5.60	22.40
▶	num.	0.000	0.00	0.00

When the item quantity is insufficient or zero in the **location**, the number in the **quantity** column will be filled in **red** color. Red color means that you must check the corresponding value, for example zero quantity, very low price or other special feature, which you must bear in mind.

1.4 Completing Operations

When all necessary items are selected and the corresponding sale quantities are entered, you must complete the operation. This can be done in several ways. Each of them reflects a different payment type and entering of an amount. The universal key for completing of an operation is **F9**.

1.5 Adding New Items

If a new item must be added, while the system is working, this is done through the **Select Item** menu. Click the **New** button and in the **New Item** window enter the parameters of the new item:

The image shows a 'New item' dialog box with the following fields and values:

- Code: 3003
- Name: Sobieski
- Barcode: 200006257445
- Measure: num.
- Price: 5.00
- VAT group: Base VAT group (20%)
- ☒ Auto generate
- ☒ The item is frequently used
- Buttons: OK, Cancel

Click **OK** or press **Enter** to add the new item to the list. After that you can select and sell the item in the point of sale. This is useful when a new item arrives and the operators must enter it in the database without the manager or the owner.

1.6 Adding New Partners

When you must work with a new partner, who does not exist in the database, you must add a new **Partner**. Use keyboard shortcut **Ctrl+N**. The application will open the **New Partner** window. Fill in the necessary data and click **OK**. The partner will be added to the list.

New partner

Code: 101 ☒ Auto generate

Company: Microinvest

MRP: John Smith

City: London

Address:

Phone:

Eurostat: 65644121514

VAT number: 45645665456

Price group: Price group1

☒ Partner is very used

OK Cancel

1.7 Check Prices

This module is developed for convenience in servicing of customers. It allows you to check the current price of an item. The information is displayed on the screen and on the client display. You can edit the item price if necessary. To open the **Check Prices** window press **F12**. You can enter the following parameters: code, name, barcode or other identification parameter. For example, you can check item prices by barcode. Enter the barcode of the item and press **Enter** (or scan the item directly with a **barcode reader**). The item parameters will be visualized on the screen:

Check prices

Almus

1.000 x 1.68 EUR = 1.68EUR

Barcode: 2800102ww.wwwc

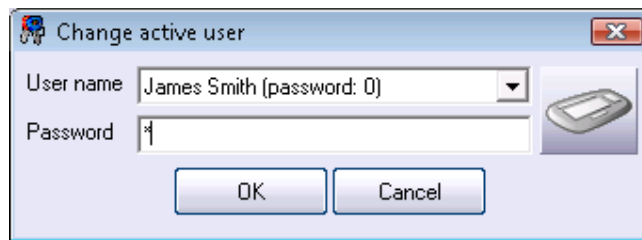
Exit

1.8 Change Active User

The change of the active user is necessary when the current user finishes work. It might also be necessary if several users work simultaneously, because in **Microinvest Warehouse Pro Light** each user performs operations individually.

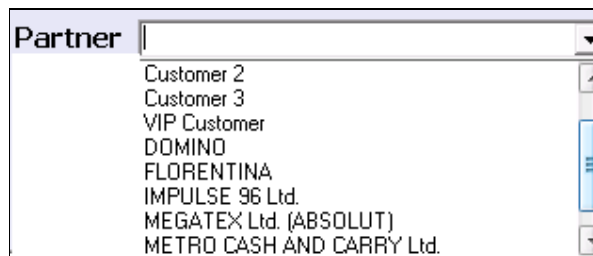


To change the active user click the  button or use keyboard shortcut **Ctrl+0**. In the **Change active user** window select a user name and enter a valid password. Click **OK** or press **Enter** to confirm. The active user is changed and the application returns to the main screen.



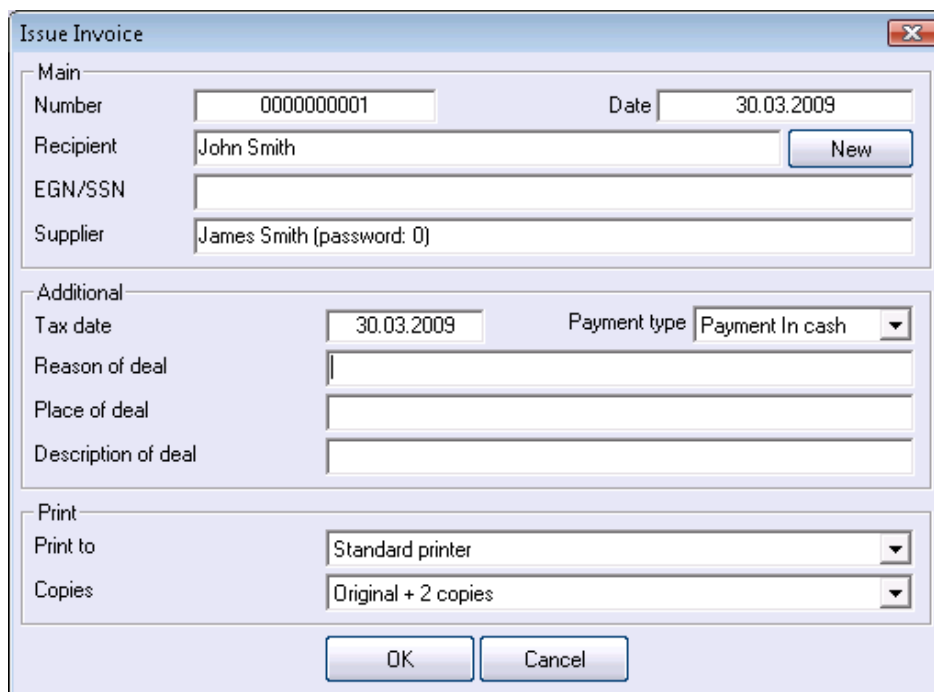
A dialog box titled "Change active user" with a close button (X) in the top right corner. It contains two input fields: "User name" with the text "James Smith (password: 0)" and a dropdown arrow, and "Password" with a single asterisk (*) and a dropdown arrow. To the right of the password field is a small icon of a handheld device. At the bottom are two buttons: "OK" and "Cancel".

Besides all standard documents, **Microinvest Warehouse Pro Light** can issue invoices, if the corresponding setting is activated and the invoice option is selected. To do this select the partner by using keyboard shortcut **CTRL+P**. This will clear the partner field and you can select a new one from the list. The partner must be frequently used, in order to be visible in **Microinvest Warehouse Pro Light**.



A list box titled "Partner" showing a scrollable list of names: Customer 2, Customer 3, VIP Customer, DOMINO, FLORENTINA, IMPULSE 96 Ltd., MEGATEX Ltd. (ABSOLUT), and METRO CASH AND CARRY Ltd. The list has a scrollbar on the right side.

After you select the partner, you must perform the sale. Instead of a stock receipt the application visualizes an invoice window, analogical to the one in **Microinvest Warehouse Pro**



An "Issue Invoice" dialog box with a close button (X) in the top right corner. It is divided into three sections: "Main", "Additional", and "Print".
 - **Main section:** Contains fields for "Number" (0000000001), "Date" (30.03.2009), "Recipient" (John Smith), "EGN/SSN" (empty), and "Supplier" (James Smith (password: 0)). There is a "New" button next to the Recipient field.
 - **Additional section:** Contains fields for "Tax date" (30.03.2009), "Payment type" (Payment In cash), "Reason of deal" (empty), "Place of deal" (empty), and "Description of deal" (empty).
 - **Print section:** Contains fields for "Print to" (Standard printer) and "Copies" (Original + 2 copies).
 At the bottom are "OK" and "Cancel" buttons.

Attention!

Please note that invoice numbers, document date and tax date cannot be changed.

2. Restaurant Mode

This mode has a more specific interface, which facilitates work in restaurants, where issuing of “intermediate notes” is necessary.

Attention!

All purchases in *Microinvest Warehouse Pro* are performed in the location defined with code 100. Thus quantities decrease accurately.

There are three work modes:

Work Mode 1 is oriented towards fast work with the mouse and the keyboard:

Code	Name	Price
701	Absente	2.66
347	Absolut	7.95
702	After-shock	2.69
102	Almus	1.68
703	Amaretto	2.63
103	Amstel	1.68
134	Anchor	2.52
344	Bacardi	7.00
704	Baileys	2.80
381	Balblair	9.80
382	Ballantines	7.28
133	Bass	2.52
601	Beaujolais Villages	5.60
109	Becks	1.68
308	Beefeater 50ml	2.52

CONDIMENTS

TABLE: Table 1

CUSTOMER: Customer

James Smith (password: 0) Restaurant (Floor 1) 30.03.2009 10:38:00 Microinvest Ltd

Work Mode 2 is oriented towards work with a Touch Screen:



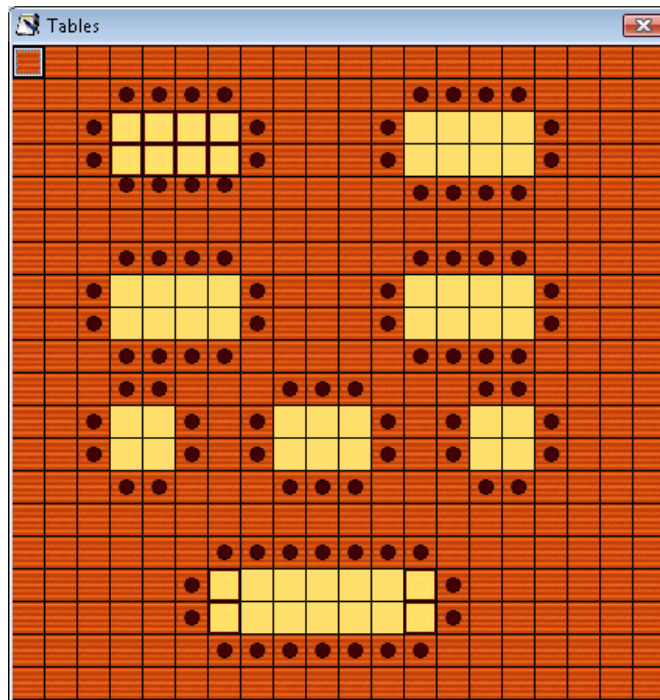
A new feature in Work Mode 2 in **Microinvest Warehouse Pro Light – Restaurant** is the adding of item labels. This facilitates the operators and completes the Touch Screen interface of the restaurant module. The picture files of the items must have a **.JPG** extension and must be saved in subfolder **Pictures**, which must be created in the installation folder of **Microinvest Warehouse Pro Light**. Please note that the names of the JPG files must match the code of the corresponding items. Their resolution depends on the resolution of the Touch Screen - 800x600, 1024x768 или 1280x1024.

For example: The item code of Amstel is 1 – the name of its picture file must be 1.JPG

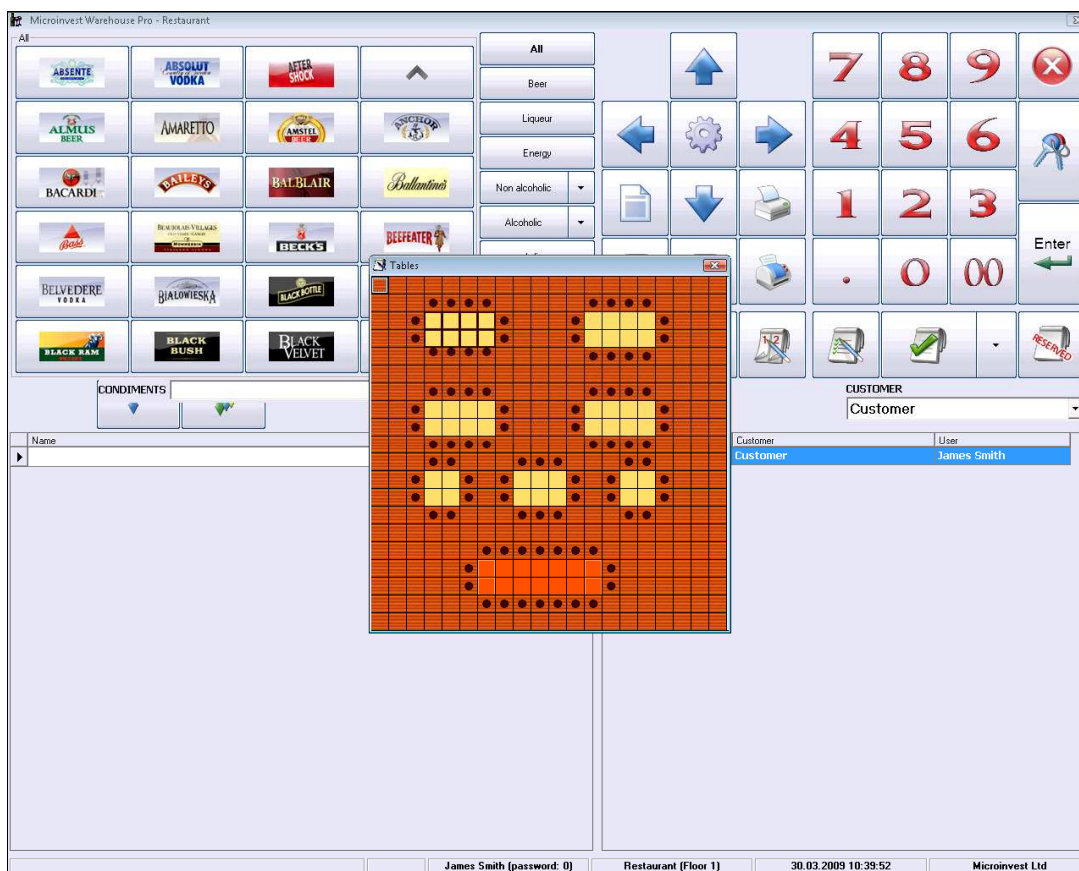


The Pictures folder can contain files with an **.avi** extension. This is an attractive new feature and allows watching of commercial clips, when the application is in standby mode (the operator is logged off). This is one of the latest trends in restaurant software and allows playing of sponsors' commercial clips or advertising of promotions in the restaurant. It is recommended to use smaller size files, i.e. shorter clips, otherwise this could additionally load the computer and impede the application.

Work Mode 3 is the latest visual style of **Microinvest Warehouse Pro Light**. This is a visual editor of tables and is a new advanced system for creation of restaurant models with table position schemes. It facilitates the users' work and the customers can get a better idea about the restaurant:



After the table scheme is modeled and the user logs in, the application visualizes the scheme and the user can choose which table to serve.



What is peculiar in the restaurant work mode is that, each time when an operation is completed the application returns to the user identification window. Thus an

unlimited number of operators can work simultaneously and can service many customers on different tables simultaneously. This can be activated or deactivated through a specific application setting.

When you initially start **Microinvest Warehouse Pro Light** in **Restaurant** mode, a text window appears, where system check is performed whether the database is set for work in restaurant mode. If any of the options are visualized in red color, these parameters must be set in **Microinvest Warehouse Pro**:



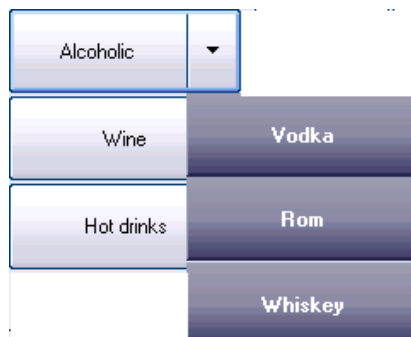
When all database settings are made, the application opens the following window:



When the application is ready for work and the user has logged in, the main application window is activated:



The upper left part of the window contains items and group buttons. These buttons contain subgroups, which facilitate the work process:



The upper right part of the window contains the following work buttons:

1. Add new order:



Click the button to begin servicing the customer, to add a new order and to select items from the list. This button is used each time a new customers sits at a table. When you add a new order and select an item, the order is active till its final closing.



2. Save order:

Click this button when the customer has made an order and it must be prepared in the kitchen or at the bar. This activates the system printers and the corresponding notes for the customer, the bar, the kitchen, etc. are printed. This operation can be performed multiples times, because this leads to new adding of items to the selected order. You must perform this operation when the customer wishes to add a new item to his order.



3. Split active order:

If two or more customers are sitting at one table, but wish to pay separate bills or if operators change and the first wishes to transfer his active orders to the second.

Split active order

Active order			New order		
Customer	Customer		Customer	Customer 3	
Table	Table 9		Table	Table 6	
User	James Smith (password: 0)		User	James Smith (password: 0)	

Total: 22.96

Name	Qty	Amount
Becks	1.000	1.68
Ballantines	1.000	7.28
Bols	1.000	2.24
Shark	1.000	3.36
Isostar	1.000	2.52
Mad-bat	1.000	3.36
Corona	1.000	2.52

Total: 14.11

Name	Qty	Amount
Black-velvet	1.000	9.24
Power Horse	1.000	2.52
Red-Bull	1.000	2.35

Print customer's/kitchen bon

Enable

OK

Cancel

After the order is split, new intermediate notes and orders for the bar, kitchen and client are printed.



4. Use this button to close the order:

This button contains various payment types. When you select the payment type, the application sends data to the active fiscal printer (if connected) and the operations is completed. This closes the order.

Microinvest Warehouse Pro Light has a mechanism for quick reports. You



can activate this function by clicking the following button:

The application opens a specialized window, where you can generate various reports on fiscal printers, as well as generate user reports and program electronic scales:

Control panel

ECR Reports | Turnover | By users | Active orders

Fiscal device: Zeka FP 03
 Customer's display: VFD Firish
 Electronic scale: CAS LP v1.6

Test - fiscal device

Z REPORT (CTRL+Z) | X REPORT (CTRL+X) | ECT (CTRL+E)

PRINT (CTRL+P)

Amount: 0.00 | PAY IN (CTRL+I) | PAY OUT (CTRL+O)

Documents manager | OK

To extract operators turnover data by date and time, you must activate **Turnover**:

The bottom left part of the window displays selected items from one active order:

Control panel

ECR Reports | Turnover | By users | Active orders

From date/time: 28.09.2005 00:00 | To date/time: 09.11.2010 23:59 | User: All | Print to: Standard printer | Print

No	User	Cyna
1.	DANIEL HARRIS (PASSWORD: 5)	
	cash	32.56
	bank account	0.00
	card	0.00
	voucher	0.00
	TOTAL:	32.56
2.	DAVID MILLER (PASSWORD: 123)	

Documents manager | OK

	Name	Qty	Amount
	Black-velvet	1.000	9.24
	Becks	1.000	1.68
	Ballantines	1.000	7.28
►	Bols	1.000	2.24
	Shark	1.000	3.36
	Power Horse	1.000	2.52
	Red-Bull	1.000	2.35
	Isostar	1.000	2.52
	Mad-bat	1.000	3.36
	Corona	1.000	2.52
		0.000	0.00

The bottom right part of the window contains a list of all active orders by tables for the corresponding operator, that are not yet closed:

	Table	Customer	User
►	Table 9	Customer	James Smith
	Table 23	Customer 3	James Smith

Each operator can see only his own orders and cannot see the orders of other operators. This is made to protect the orders. Owners and managers can see all orders and can edit them. This option allows correction of wrongly input orders or other data.

Microinvest Warehouse Pro Light is suitable mainly for operators with lower access level than owners. Reports and data management are done through the main module **Microinvest Warehouse Pro**. The main purpose of the application is speeding up of the business process and facilitating of the work.

3. Program Settings

Microinvest Warehouse Pro Light has a powerful settings system for configuring of the application according to specific user needs. To activate the settings click the



icon or use keyboard shortcut **Ctrl+S**. Settings are visible only to owners or administrators. Users with lower access level cannot open them for better system protection.

Settings in **Restaurant** mode do not affect the work of the base module **Microinvest Warehouse Pro** and are applied for convenience of specific operators.

The main settings are for specific activities:

The **Cash register** tab allows you to work with various peripheral devices and you can specify what shall be printed on them and in what order:

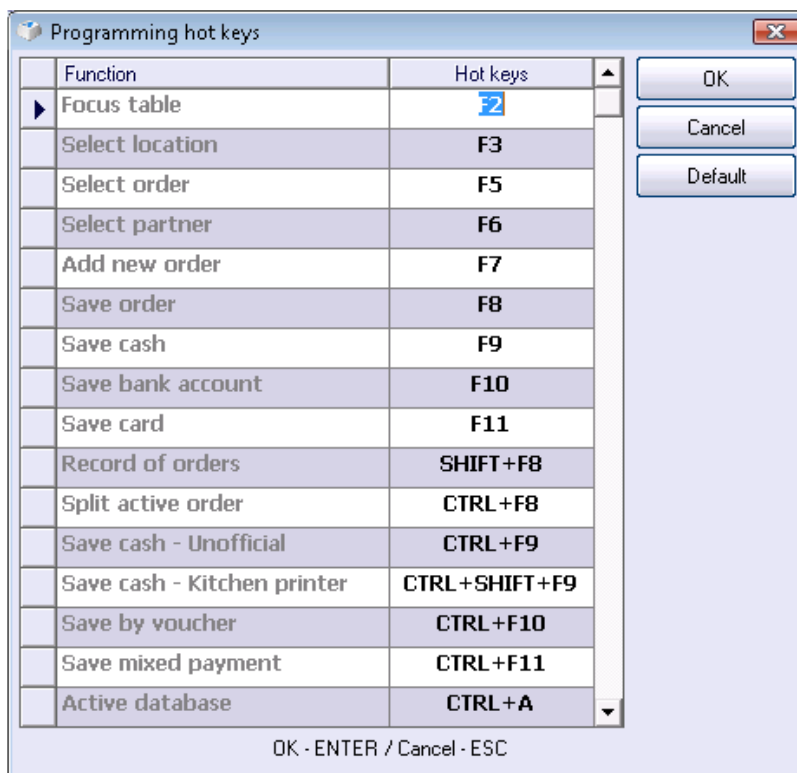
Setup	
Main	Cash register
Fiscal device	Zeka FP 03
Customer's display	VFD Firish
Electronic scale	CAS LP v1.6
Kitchen printer	Activa Star
Kitchen printer	
Kitchen printer	
Fiscal device -> Zeka FP 03	
Port	COM 1
Speed	9600
User	1
Password	0000
Encoding	MIK
Upper case	Disable
Serial number	
Header 1	
Header 2	
Header 3	
Header 4	
Test - fiscal device Default	
Save Cancel	

The above window contains two buttons. The **Test - fiscal device** button tests the connection with the fiscal device and the **Default** button restores default settings. If an additional printer is selected, the application visualizes the default settings of the manufacturer depending on the model. You can define item groups, which will be printed on the corresponding device.

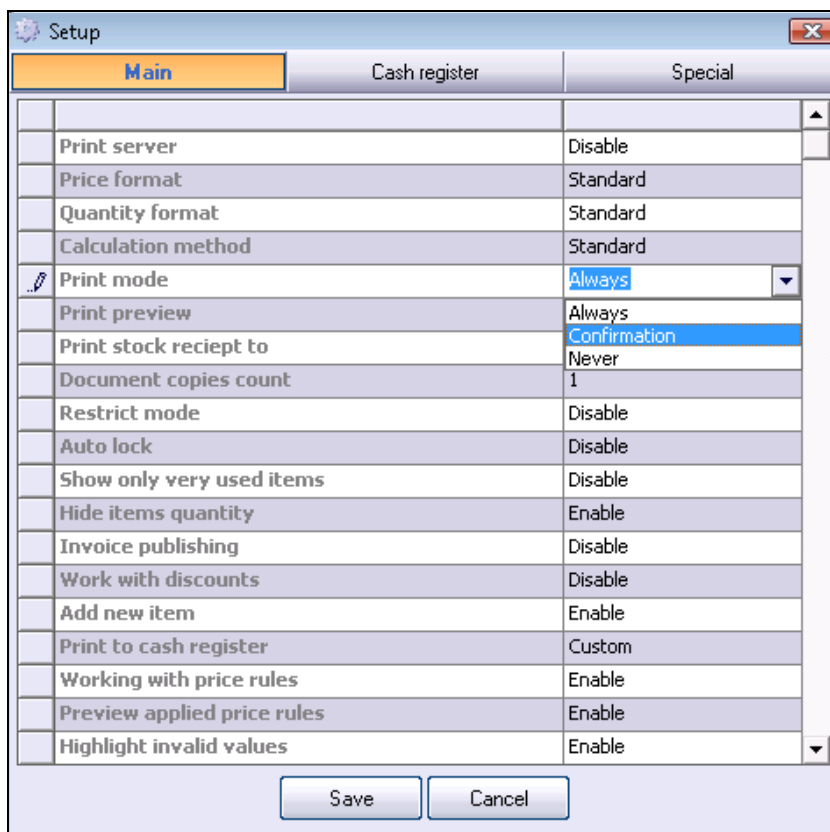
In the **Special** tab you can define the interface, the language and the database connection type. These settings are thoroughly described in the main application **Microinvest Warehouse Pro**. There are no differences or peculiarities in the settings of **Microinvest Warehouse Pro Light**

Setup		
Main	Cash register	Special
Database type	MS Access	Test
Database path	C:\Program Files\Microinvest\Warehouse Pro\Restaurant_EN	...
Server		
Replication Server		
Database name		
Database user name		
Database password		
Language	English	
Country	Bulgaria	
Visual style	Variant 2	
Color scheme	Default	
License Permissions		
Programming hot keys		
Save Cancel		

The **Special** tab contains a **Programming hot keys** button. This allows you to customize the keyboard:



The Settings window is displayed on the screen:



After the Settings window is visualized, the desired changes in the application functions can be done.

In the **Main** tab you can modify the following settings:

Price format: This setting determines the format of item prices. Here you can define the number of digits after the decimal point in the item price, which are displayed, processed and saved. The most frequently used format is 0.00. This is the default format.

Quantity format: This setting determines the format of item quantities. Here you can define the number of digits after the decimal point in the item quantity. Usually, in **Point of Sale** mode quantity format is 0.000, while in **Restaurant** mode quantity format is 0 (only integers are sold, there are no fractions).

Print mode: Use this setting to determine when the application should print the document on a standard Windows printer.
Select **Never** if you do not wish to print documents;
Select **Confirmation** if you wish the application to open a print confirmation window;
Select **Always** if you wish documents to be printed directly.

Print preview. If you enable this option the application will display this document on the screen before printing. This allows you to check for mistakes, but the work speed is slower.

Print stock receipt to: Use this function to directly manage matrix printers. The stock receipt and the invoice can be sent to a different printer, depending on the setting. Direct management of matrix printers is fast, documents use smaller fonts. The print method is defined according to the selected value in this field. It is advisable that this setting is modified only by an expert!

Document copies count: Use this option to determine the number of copies, which will be printed. Usually one or two copies of the document are printed.

Restrict mode: When this option is enabled, operators cannot exit the application, cannot change parameters and cannot change application settings. Only an administrator or an owner can exit the application or change the settings.

Auto lock: This is an additional protection for operators upon operation completion. Enable this option to visualize the **Change active user** window each time an operation is completed.

Hide items quantity: use this option to hide or display current item quantities in the items table. If you enable this option, the **Quantity** column will be hidden and operators will not be able figure the quantity of items in stock. This is done for data protection from operators.

Invoice publishing: This option manages invoice issuing.
If you disable this option invoices will not be issued.
If you enable this option an additional setting will allow you to print invoices upon completion of a Sales operation.

Add new item: This option permits or prohibits operators to add new items. Enable it to permit operators to add new items in the items list.

Refund: Enable this option to be able to perform refunding.

Print to cash register: Use this option to manage the cash register.

Select **Never** if you do not wish to send data to the cash register;

Select **Custom** to display a confirmation window;

Select **Always** to automatically send data to the cash register.

Confirm saving data: This option allows you to check data when you exit the application. Enable it to display a confirmation window before data is saved. This eliminated mistakes due to accidental pressing of buttons, because it requires explicit confirmation of the operation before it is saved in the database.

Autocomplete: This option allows automatic completion of items by code or by name. Enable it if you wish the application to perform an additional search of items and to automatically complete entered words.

Unlimited barcodes count: Enable this option if you wish to perform search in all barcodes of the item. This is convenient for items with more than three barcodes, but work is slower, since a much more extended search is performed.

Items grouping in check: Enable this option if you wish items that were entered several times in the table to be grouped in the check.

Items grouping in document: Enable this option if you wish to enter items with the same name in a single row. If the same item is entered, it will not be added in a new row, but the quantity of the same item will increase.

Mixed payment: If you enable this option, part of the amount can be paid via card or bank account and the other part - in cash. This allows mixed payment and amounts are combined in cash, via bank account, via POS terminal and other.

Qty default: When you enter a new row in the table you can define the quantity filled in by the application. If you specify a quantity of 1, the application will automatically fill 1 for quantity of each added item.

Check amount: Use this option to define whether the application should require entering of an amount upon operation completion. If you enable this option the operation cannot complete if payment amount is zero.

Amount	28.81
Paid	30.00
Change	1.19

Locations range: If you enable this option, the locations range will be filtered and only items from the selected locations range will be listed. This is done when there are two or more floors in a restaurant and the corresponding terminal can manage only the specified range (in this case – tables).

▶ Locations range	001 - 100
	001 - 100
	101 - 200
	201 - 300
	301 - 400
	401 - 500
	501 - 600
	601 - 700

Items can be grouped according to the user's needs. This allows only most frequently used items to be visualized.

Place	Item
Place 1	Beer
Place 2	Liqueur
Place 3	Energy
Place 4	Non alcoholic
Place 5	Alcoholic
Place 6	Wine
Place 7	Hot drinks
Place 8	
Place 9	

In the **Cash register** tab you can manage the following settings for cash registers:

- Cash register model;
- Connection parameters for the cash register;
- Document type and symbol encoding.

In the example below the model of the fiscal device is specified. From the drop-down menu you select the model of the fiscal device and fill in the parameters of the connection with the computer, which are usually provided in the documentation of the cash register. Use the same method to set the **client display** and the **electronic scales**.

Setting	Value
Fiscal device	Zeka FP 03
Customer's display	VFD Finish
Electronic scale	CAS LP v1.6
Kitchen printer	Activa Star
Port	COM 1
Speed	9600
User	1
Password	0000
Encoding	MIK
Upper case	Disable
Serial number	
Header 1	
Header 2	
Header 3	
Header 4	

When you are done with the settings click the **Save** button or press **Enter**. Settings will be saved and the application will restart.

IV. Installation and configuration of SDC device for Rwanda

1. Equipment

Microinvest POS software is compatible with all certified SDC devices and covers the basic functionalities stated by the RRA.

Sales Data Controller (SDC) is an electronic device connected to Certified Invoicing System (CIS), designed to receive specific receipt data from CIS, performs data processing and generates response data which is sent back to CIS for further actions. Response data provides authenticity of receipt data. SDC also store receipts by the means of encryption to its own internal memory and enables audit.

In order to have working CIS system, please make sure that you have in front of you the following equipment:

1. Computer or POS terminal
2. **Microinvest** Warehouse POS software solution properly installed on the machine/s
3. Receipt Printer
4. SDC device

3. Configuration of the CIS system

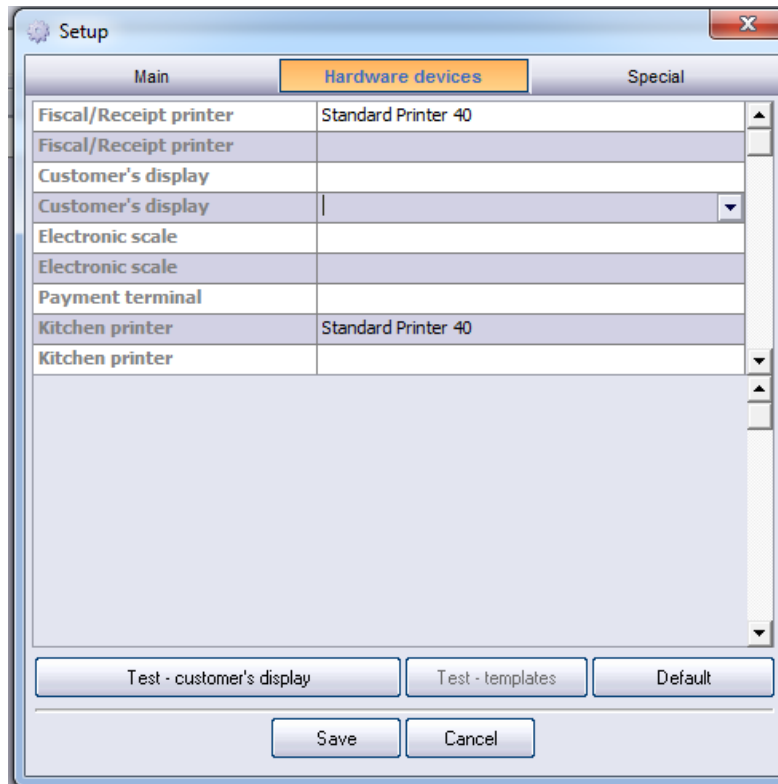
1. On your SDC Device use either the **CIS port** or **PC port**.
2. Use the cables supplied and connect the one for PC communication.
3. Connect the **SDC Device** to the computer via Com/Serial port.
4. Install and configure the connection with the database of **Microinvest Warehouse Pro** (the back office) and **Microinvest Warehouse Pro Light** following the instructions in the User Manual of the software products or with the help of the local **Microinvest** representative – Pergamon Group, Rwanda (www.pergamongroup.com)
5. Go to **Microinvest Warehouse Pro Light**, menu **Settings -> Special** tab and select from the field **Country**: Rwanda and from the **Language** field: English.
6. Settings of the receipt printer:

Select **Hardware Devices** tab from the menu **Settings in Microinvest Warehouse Pro Light** as shown in **Screenshot1**.

Then select your receipt printer driver from the first **Fiscal/Receipt printer** drop down menu. After that in the bottom part of the window will appear the settings of the Receipt printer - > Com/Serial port, Speed etc.

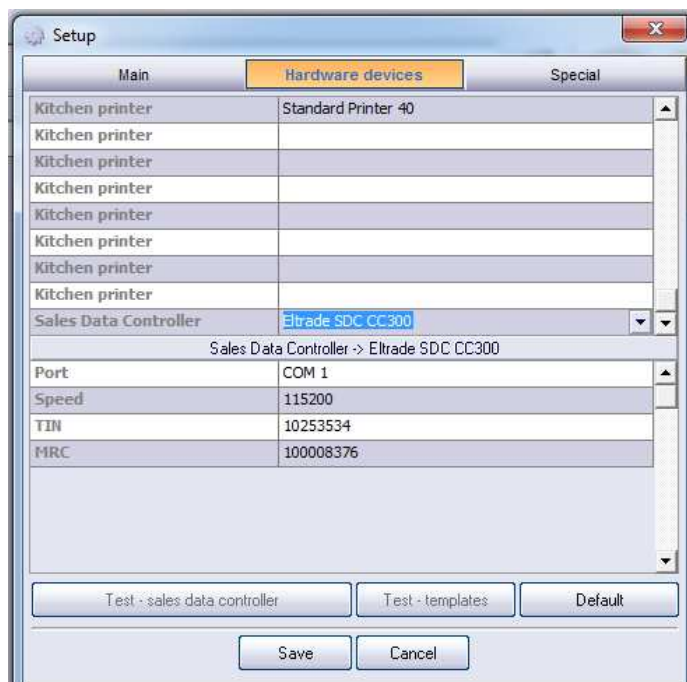
From the first **Kitchen Printer** drop down menu, select your receipt printer driver - >Com/Serial port, Speed etc.

Screenshot1



7. Setting the SDC device:
In **Microinvest Warehouse Pro Light Settings** window select **Hardware** tab. Select at the bottom of the list -> **Sales Data Controller** -> Select your **SDC** device configure the com port, speed , MRC numbers as shown in the screenshot below.

Screenshot 2



Before you proceed, press the button **Test-sales data controller**. If the system is configured properly, the system will pop up a message for successful completion and don't forget to press SAVE button after that. If the device is not successfully connected, the system will pop up a message with the problem.

IV. Help

1. *Microinvest* Assistant

Microinvest Assistant allows you to view information in ScreenTips about each button and text field. When the assistant is enabled, the program follows the mouse movement. To view a ScreenTip describing a specific button, hold the mouse pointer over the button for about 3 seconds. This function is very convenient when you are learning how to use the program. Your actual work process, however, will sometimes be more effective if you disable the assistant

2. Licensing

Use the **Register** menu to license the application and start using all features of the product. While licensing, bear in mind that:

1. The license of the purchased product can be used only once on a single machine.
2. You must be logged in as an administrator.
3. You must keep this window open during the whole registration.

You must read the license agreement and accept it. Select whether you are registering the program or you are transferring the registration.

License

Dear Users,

Please, enter the necessary data to licence your copy of the product.

To legalize this copy of the product enter the Licence key. Regarding the peculiarities by changing the configuration, please read the Licence Agreement.

To register the purchased products call up: +35988/1344304

Serial number 72318 13796 20028 13238 33916

License number

Microinvest

Back Next Cancel

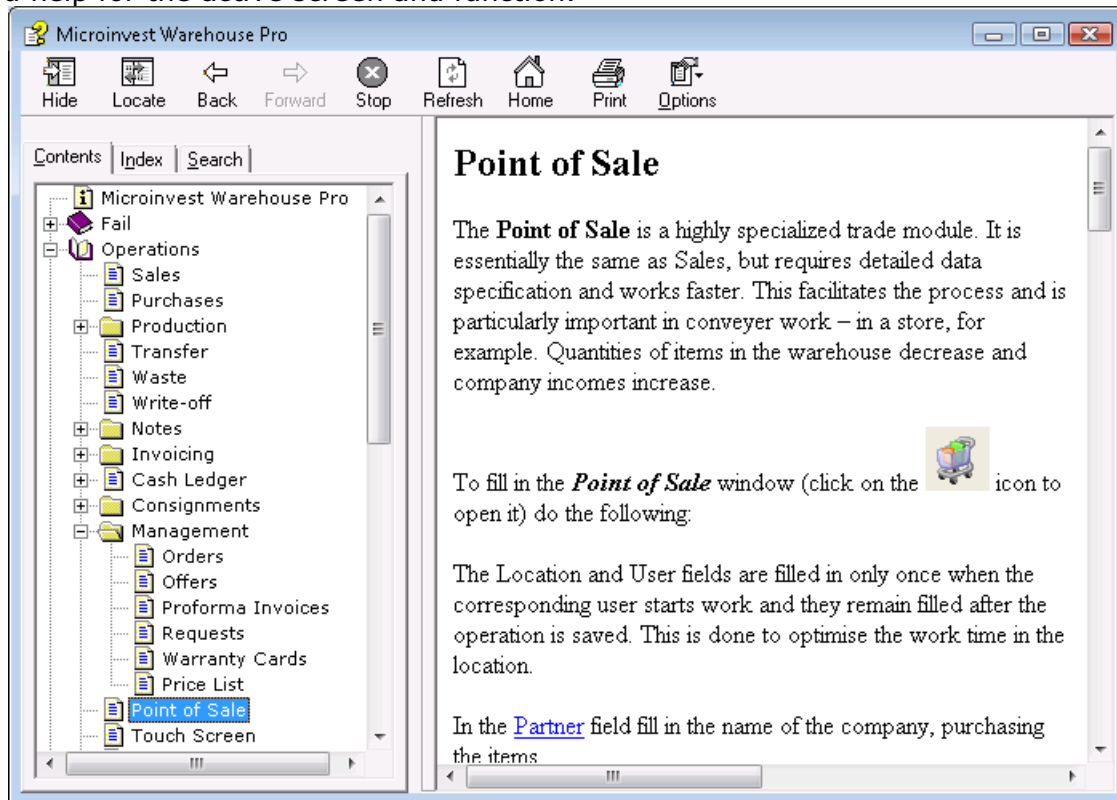
Provide your serial number in the office of **Microinvest** and carefully enter the received license number in the fields below.

If the fields are accurately filled, the program will be registered and you will be able to use all its features.

3. Documentation

The Documentation is the help system of **Microinvest Warehouse Pro** and includes all program modules. It is developed as an interactive document with hyperlinks and examples. The screenshots display work with actual data.

You can open the help system at any moment by pressing **F1**. The system will show you help for the active screen and function.



To navigate through the help use the mouse and the scroll boxes. All active hyperlinks appear in blue font. In the **Contents** tab you can see the structure of the program and you can easily navigate through the menu. In the **Index** tab you can perform search by keywords for each window. In the **Search** tab you can search information by any word in the text. For example, if you type in the word "lot" and click the **List Topics** button, the help system will find all windows containing the word "lot".

4. Check for Updates

The **Check for updates** window has two fields. Updates are listed on the left, while a description of the changes is displayed on the right. Use this list to see new and improved features of the program. All changes are listed in descending order and contain date, module and change description. The newly created modules are listed in the same window.

When you click the **Update** button, the program downloads the latest version from our site. A new package will be downloaded and saved on your hard drive. You must install it over the existing application. You will find the package in the **Download** folder, which is created in the folder of the application. To update the program you must use an update code or still be profiting by the free update period. The free update period starts when you purchase the product. It is recommended to exit the program while installing the new version

All updated versions are compatible with and can read data from previous versions, but not always the other way around. To see the differences between your version and the latest version of the product, which can be downloaded from our site, do the following:

1. Go to Help/About and check the date and version of your product;
2. Go to our site and activate latest changes;
3. Check for updates of your product. Update the program if you find any new features you would like to use.

5. Microinvest on the Web

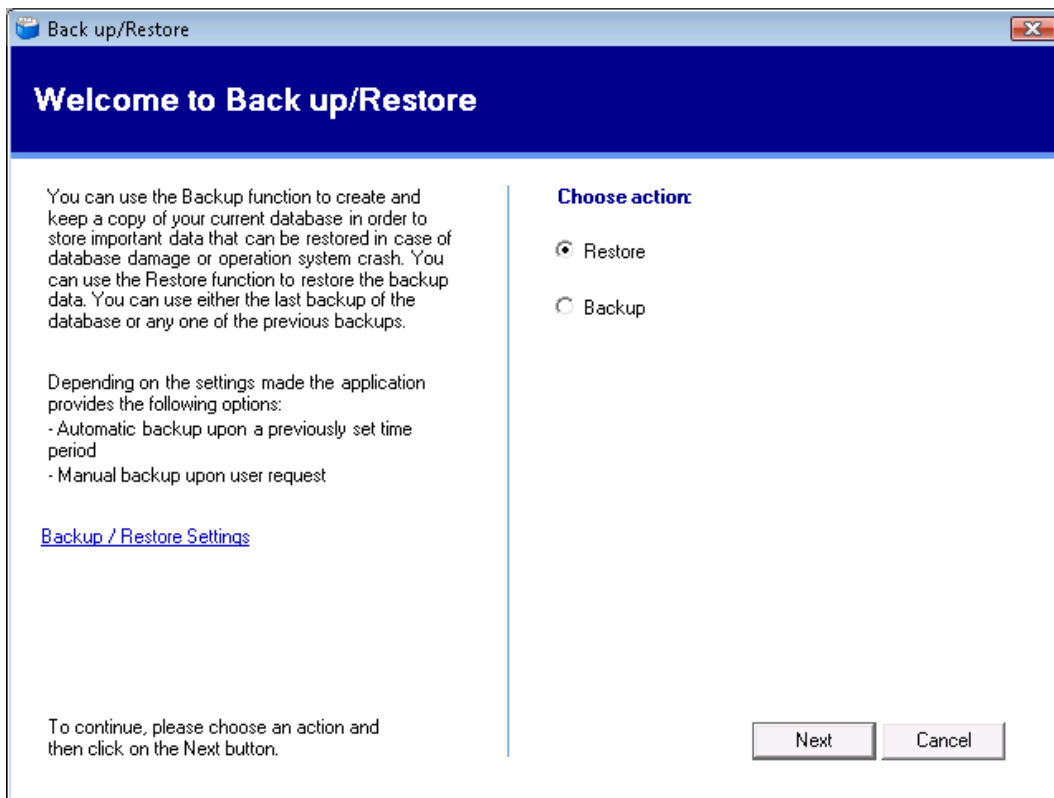
This function will take you to the company site, where you can find additional information about the program, new modules and auxiliary products, user forum where you can discuss new features of the products, updates, information about new features to be developed, solutions for some cases and all resources, available to our clients.

6. About

This window contains information about the product, version, package date and license status – Demo version or Registered version.

5. Frequently Asked Questions

5.1. How are databases stored? – If the database is administered using Access, the application automatically backs up the database, but you can use the **File -> Backup/Restore** menu to manually back up the database. The backup files are saved in the Backup folder of the application directory. You can use an external drive to store backup files as well.



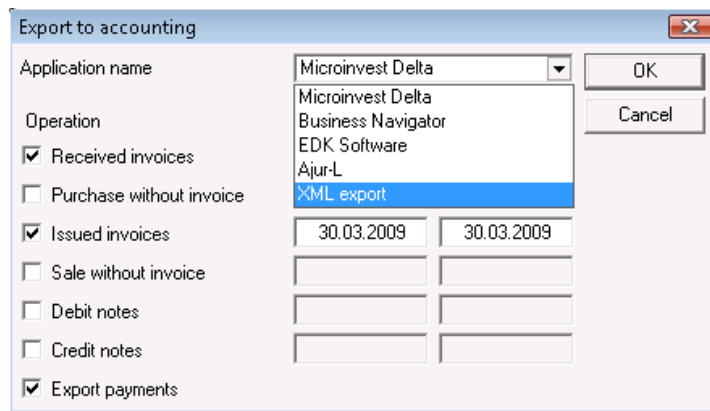
If the database is stored in one of the servers, automatic backup can only be done through **Microinvest Archi Pro**. Only a system administrator can perform a manual backup.

5.2. What should I do if reports are generated slowly? – If the database is administered using Access and contains large lists, it is recommended to switch to any of the servers. Another solution is adding more RAM.

5.3. Can I use the application through the Internet? How? – One of the main features of the application is the possibility of real time work through the Internet. This feature requires the following: database administration on one of the possible servers, static IP of the main computer, the port on the main computer is not obstructed by antivirus protection or by the Internet supplier. When working through the Internet it is recommended that the main computer has enough resources in order to ensure normal work of remote workstations and that no hindering application are installed on it.

5.4. If the connection fails while the application works through the Internet, can subordinate workstations continue work? – Yes, but data replication must be enabled. The support team of **Microinvest** will determine how to enable this mode as this depends on the server.

5.5. Can I export data to the accounting application of Microinvest? – Yes. From the **Edit -> Administration** menu select **Export to Microinvest Delta**. A text file with all data necessary for the accounting application is created. It is not necessary that **Microinvest Delta** is installed on the same computer as **Microinvest Warehouse Pro**. The text file can be sent via e-mail or an electronic data carrier.



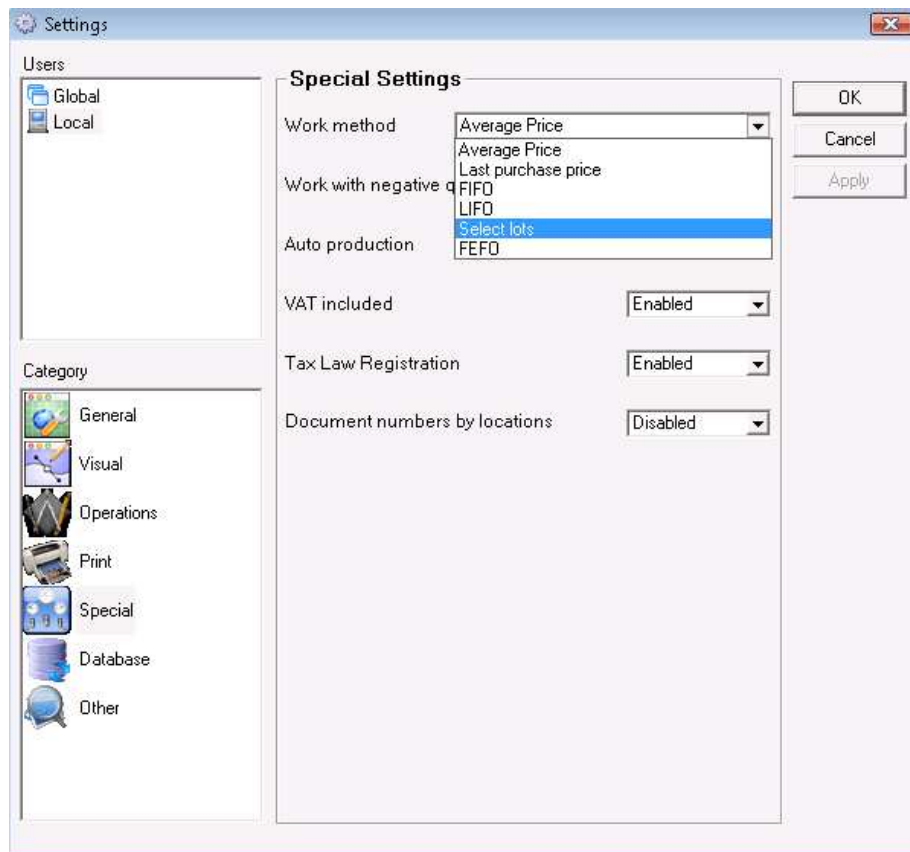
5.6. Can *Microinvest Warehouse Pro* work with barcodes and barcode readers? – Definitely yes. One of the main principles of the application is to facilitate users' work and this is the reason why *Microinvest* created *Microinvest Barcode Printer Pro*. This application facilitates work with *Microinvest Warehouse Pro* and also allows you to create labels with barcodes thus making the business process easier.

5.7. Can *Microinvest Warehouse Pro* work with a fiscal printer? – The latest trend in the organization of a point of sale is the creation of complex solutions. *Microinvest* has created the auxiliary product *Microinvest FPServer*, which allows direct connection of the warehouse application to all Bulgarian fiscal and peripheral device such as scales, client displays, POS printers, etc.

5.8. Can *Microinvest Warehouse Pro* perform highly loaded operations? – *Microinvest Warehouse Pro Light* allows conveyer work. You can complete a sale in maximum three operations. If a barcode reader is attached to the computer, this could speed up servicing of customers and processing of a larger number of items.

5.9. Can *Microinvest Warehouse Pro* work in restaurants? – *Microinvest* created and developed *Microinvest Warehouse Pro Light* to meet its customers needs and also created a module of the application, which is specifically intended for restaurants and facilitates the staff. The interface of this application is in compliance with the latest trends in restaurant applications. It facilitates users, speeds up the process and optimizes the work of the restaurant. *Microinvest* also created *Microinvest Warehouse Pro Mobile* for mobile devices of Pocket PC type. This application allows highest quality servicing in restaurants.

5.10. Does the application work with lot numbers? Does it trace best before dates and serial numbers of items? – A large number of *Microinvest Warehouse Pro* users use this work method. To enable the work method with lots you must open **Tools -> Settings - Special**. Thus you will enable additional features and fields in the application and you will be able to work with lot numbers. This work mode is in compliance with the normative legislation in the country. Best before dates can be traced through a flexible reports system. Serial numbers can be traced as well, but when you work with serial numbers you must select the "Select Lots" work mode. Thus you will be able to choose the serial number of the article which will be sold.



5.11. **Does the application support other languages?** – Yes, **Microinvest Warehouse Pro** supports the following languages: Bulgarian, English, German, Russian, Romanian, Turkish, Albanian, Greek and Serbian, with the trend to add others. You can change the language of the application from **Settings -> Other – Language**.

